

Preschool/PreK Teacher Job Description

Reports To: Preschool Director

PURPOSE: A teacher instructs, guides, and supports their students to the end of inspiring them towards wisdom and godliness.

DUTIES/RESPONSIBILITIES:

1. Effectively instructs students by:
 - a. Develop and implement developmentally appropriate lessons in accordance with the schools mission, curriculum, spiritual growth and early childhood education objectives
 - b. Develop bi-weekly themes with developmentally appropriate lessons that adaptable to student's needs, strengths and weaknesses
 - c. Engage students joyfully in the learning process
 - d. Monitor the progress of each student through observations, written anecdotal notes, assessments and student portfolios
 - e. Maintain ongoing positive communication between parents and school administrators
 - f. Effectively collaborate and plan with the preschool staff and director to foster a nurturing and stimulating learning environment
 - g. Conduct biannual parent/teacher conferences
 - h. Prepare a warm, safe, orderly and clean learning environment
 - i. Required to attend preschool events (field trips, parent's night out, and scheduled open houses)
 - j. Able to maintain a calm and orderly classroom through the understanding and practice of classroom management skills.
 - k. Assist children in the bathroom if accidents occur
2. Maintains classroom culture and discipline that reflect Jesus Christ through a nurturing, environment by:
 - a. Following established discipline policies
 - b. Maintaining a studious classroom environment
 - c. Providing understandable standards for expected behavior
 - d. Fostering an atmosphere full of joyful learning rather than stiffness or boredom
 - e. Maintaining standards of school culture
 - f. Helping students to follow established rules and procedures
 - g. Maintaining a clean, engaging, and attractive classroom and workspace
3. Demonstrates the ability to be a good example of Christ-like behavior and professional conduct by:
 - a. Being punctual
 - b. Being compliant
 - c. Being responsible
 - d. Being a good example for students
 - e. Following staff dress code
 - f. Turning in planning timely
 - g. Returning assignments to students timely
 - h. Keeping a clear and readable grade book
 - i. Communicating with students, school administration, parents, and other interested parties effectively and punctually
 - j. Creating and maintaining a neat classroom environment and workspace that inspires learning
 - k. Willingly executing all standards and directives from supervisors
 - l. Constantly expanding his/her abilities by gaining further training and professional development.

4. Be ready and willing to carry out and conduct other relevant assignments and responsibilities as designated by the school principal.

QUALIFICATIONS:

1. This position requires a bachelor's degree
2. Previous teaching experience is preferred *and or* experience related to working with children at the elementary level or in an early childhood learning environment
3. Knowledge of the classical methodology is preferred
4. Personal profession of faith in Jesus Christ
5. Successfully completing and meeting all mandated state clearances and trainings
6. Proficient in Microsoft Office Package and typing
7. Knowledge and familiarity (or strong desire to learn) Veritas Academy's curriculum
8. Strong desire to advance personal knowledge and skills through professional development
9. Should be able to lift comfortably at least 25 lbs.

SUPERVISORY RESPONSIBILITIES: Teachers supervise students in their assigned classes.

WORK ENVIRONMENT/DYNAMICS: Teachers work in a classroom environment, but also oversee students during recess, lunch, field trips and other planned activities.

WORK YEAR: This position can be a part-time or full-time position that works for the duration of the set school year.

SCHEDULE FOR EVALUATION: Teachers will be evaluated annually by the preschool director. A new teacher will also have a 60-day evaluation during the first semester of his/her tenure.

My signature below indicates that I have reviewed this job description, have received a copy of it, and have had an opportunity to prepare an addendum. I understand that I will be evaluated based on my performance of these duties and responsibilities.

Employee Signature

Date