***Timberlake Church is Currently Hiring in Our School Programs for the 2017-2018 School Year!***

**We are hiring in the following roles:**

**Preschool Lead Teacher, Preschool Assistant Teacher, Preschool & After School Floater,**

**After-School School-Age Teacher & After School Van Driver.**

##### *Join our vibrant Christian based preschool and after school teaching team, that serves children 2-12 years of age. All our school programs are academically focused with a play based yet structured atmosphere. We are looking for awesome, fun and engaging teachers who can collaborate with our families and ensure each child’s individual success.*

##### *If you love to have fun, enjoy working with children and families, and have a good sense of humor you are in the right place. We not only want to provide a place for our families to call home, but our staff team as well. To apply visit our website at* [*http://www.timberlakechurch.com/preschool*](http://www.timberlakechurch.com/preschool)*.*

**See below for all open positions. If you don’t see the position you are looking for, but feel like you would be a good fit for our school, please don’t hesitate to fill out an application anyways! We hire people not always positions.**

**Open Positions**

**Preschool Program**

Full Time Early Preschool (2-3yrs class) Lead Teacher

Full Time Early Preschool (2-3yrs class) Assistant Teacher

Full Time Preschool (3-4yrs class) Lead and Assistant Teacher

Part Time Pre-K (4-5yrs class) Lead and Assistant Teacher

Full Time Floater (2-12yrs)

**After School Program**

Part Time Lead Teacher (5-12yrs)

Part Time Assistant Teacher (5-12yrs)

**Personal Requirements for all Job Postings**

* Completion of Early Childhood Education classes preferred (for some jobs)
* Bachelor’s Degree preferred (for lead roles)
* Earned STARS 30 hours or exemption (can be done after hire)
* Active member of a Christian church
* Genuine love of children and devotion to their well-being
* Ability to relate well to children and adults
* A commitment to fulfill the mission of Timberlake Church
* Positive attitude, reliability, and a good sense of humor
* Patience and flexibility; ability to manage children in a calm manner
* Embrace Timberlake’s philosophy, teaching style and behavior management techniques
* Safe driving record (if van driving)

**Preschool Assistant and Lead Teacher**

* Position Description: Assist lead teacher in the general supervision and management of a class of up to eighteen children (twelve in early preschool)
* Pay Rate: TBD Based on Experience and Education
* Schedule: Monday/Wednesday/Friday or Tuesday/Thursday or Monday-Friday (8:30-1:00 or 8:30-3:00)

***Duties and Responsibilities:***

* Planning and preparing activities (i.e., Learning Centers, curriculum implementation, art projects, story time) per lead teacher’s direction.
* Keep the classroom organized and relevant.
* Keep classroom supplies and materials organized.
* Attend required staff meetings (typically once a month during school year).
* Keep certifications current (e.g. CPR/First Aid, STARS).
* Positive and clear communication with Director and Lead Teacher.
* Prepare Parent-Teacher conferences for your classroom.
* Embrace TCP’s philosophy, teaching style and behavior management techniques.
* Take responsibility for classroom “potty time” ensuring the children have used the bathroom properly and keeping track of which children have used the toilet.
* Keep teacher work room/resource room neat & tidy; classroom clean (countertops cleaned, supplies in proper bins, etc.).
* Maintain professional attitude and loyalty to the preschool.
* Treat children, parents and staff with respect and dignity.
* Arrive for work and meetings on time.
* Thoroughly read, understand, and abide by the Staff Handbook, Parent Handbook, Health Policy, and Disaster Procedures.

**Preschool and After School Floater**

* Position Description: Assist in preschool classrooms as needed - support with their lunch period, directing children to appropriate learning centers when necessary, monitoring playground, assisting in packing up the students’ belongings in backpacks before their departure.
* Pay Rate: TBD Based on Experience and Education
* Schedule: Monday/Wednesday/Friday or Tuesday/Thursday or Monday-Friday (9:00-3:00 or 10:00-6:00)

***Duties and Responsibilities:***

* Keep certifications current (i.e., CPR/First Aid, etc.).
* Keep communication current with Director and communicate professionally and kindly with parents during pick-up time.
* Keep teacher work room/resource room neat & tidy; classroom clean (countertops cleaned, supplies in proper bins, etc.).
* Maintain professional attitude and loyalty to the preschool.
* Treat children, parents and staff with respect and dignity.
* Attend to children’s needs to use the restroom when necessary.
* Provide snack (supplied by the preschool unless a child has food allergies) with drink each day.

**After School School-Age Teacher**

* Position Description: Manage, plan and implement curriculum or activities for school-age children.
* Pay Rate: Based on Experience, starting at $12/hour.
* Schedule Options: 2-5 days per week.
* Monday, Tuesday, Thursday & Friday 3:15-6:15 & Wednesday 1:45-6:15.

***Duties and Responsibilities:***

* Manage a classroom of 15-30 children.
* Complete daily homework checks.
* Make sure classroom is cleaned up and materials are put away daily.
* Recognize students that are in need of tutoring.
* Observing children’s growth and development while recording and reporting to the Director any areas of concern.
* Modeling kind, respectful behavior to both adults and children at all times.
* Manage behavior issues inside the classroom.
* Enforce rules for behavior and procedures for maintaining order.
* Treat children, parents, and staff with respect and dignity.
* Communicate daily with Supervisor regarding student/parent/staff concerns.
* Inform Supervisor when supply’s need to be ordered.
* Establishing and enforcing rules for behavior and procedures for maintaining order –using Love & Logic.

***Job Requirements:***

* Keep CPR and First AID training, and a negative TB test up to date.
* Excellent organizational skills
* Maintain professional attitude
* Knowledge of child development as evidenced by professional reference, education experience, and/or on-the-job performance
* General understanding of school legal responsibilities and liabilities
* Being attentive to health, sanitation, safety and nutrition at all times
* Recording information pertinent to the health and safety of each child
* Attending all staff meetings and workshops
* Dressing and conducting one’s self in a professional, respectful manner
* Teaching and modeling proper eating habits and personal hygiene

**To apply email our Director at** [**preschool@timberlakechurch.com**](mailto:preschool@timberlakechurch.com) **or** [**afterschool@timberlakechurch.com**](mailto:afterschool@timberlakechurch.com)