

Arcola United Methodist Church
Arcola Christian Preschool
Position Description
Updated 4/15/05

Position: Preschool Teacher

Hours: Vary

Supervision: Reports to the Preschool Director. The Preschool Director will provide annual evaluation of performance.

Responsibilities:

Purpose: To provide a warm, nurturing, Christ-centered, safe and loving environment in which children can grow physically, emotionally, intellectually, and spiritually.

Models Behavior

- Lives the Christian faith
- Relates joyfully and sensitively to children
- Smiles, laughs, uses a pleasant voice
- Prays with and for others
- Acknowledges and respects others' feelings
- Works cooperatively with others
- Compliments good behavior and manages inappropriate behavior
- Builds and strengthens positive relationships with other congregation program staff and volunteers

Provides Instruction

- Plans, implements, and evaluates curriculum in accordance with the mission, purpose and philosophy of Arcola Christian Preschool, under the supervision of the Director.
- Develops weekly/monthly themes and plans.
- Supervises, trains, and evaluates assistants.
- Provides assistants with opportunities for input and evaluation of the program
- Sets up and maintains appropriate, nurturing classroom environment
- Keeps written plan of daily class activities
- Keeps current developmental records of children in class
- Attempts to meet needs of each child
- Originates correspondence with families
- Reports to parents about children's progress
- Conducts parent conferences and meetings
- Provides written guidelines for substitutes
- Gives direction to volunteers
- Is aware of and complies with personnel policies adopted by Board
- Attends staff meetings and functions of Arcola Christian Preschool
- Participates in professional and spiritual growth activities

Serves as Facilitator

- Guides, evaluates, plans, and supports
- Prepares warm, safe, orderly and clean environment
- Uses good judgment to handle crisis situations and uses supervision constructively

Salary: Varys

Benefits: None

Education/Experience Requirements:

- Bachelor's degree from an accredited college or university, with emphasis in early childhood education
- Experience in teaching within an early childhood educational program.

Other Requirements:

- Prior to employment, the teacher shall submit a dated report of a satisfactory tuberculin test or chest x-ray taken within six months of beginning employment. Such tests need not be repeated except at the advice of a licensed physician or the local health department.
- The teacher shall present a dated medical statement signed by a licensed physician, a licensed nurse practitioner or a licensed physician's assistant verifying that s/he is free from any disability, which would prevent him/her from caring for children. This statement shall be dated not more than six months prior to employment or within 30 days after date of employment.
- The teacher shall complete the following forms:
 - Sworn Statement or Affirmation
 - Name Request Form for Criminal History Record and/or Sex Offender and Crimes Against Minors Registry Search
 - Virginia Department of Social Services/Child Protective Services Request For Search of the Central Registry and Release of Information Form
- Other policies set out in Staff Policies & Procedures Manual