

PRESCHOOL TEACHER

Purpose: To teach and to show the love of Christ to the children who attend CPC Preschool and to develop supportive relationships with their families.

Requirements:

1. Strong evidence of faith and devotion to Jesus Christ and His Church
2. Respect for the authority of scripture as the primary source of doctrine and practice in the church
3. Ability to provide educational and spiritual leadership, supporting the preschool philosophy in all practices and curriculum planning
4. Strong interpersonal, organizational, oral and written communication skills
5. Ability to set and achieve goals and work by priorities
6. Ability to establish working relationships with staff, children, parents, and church members
7. Ability to supervise Teacher Aides when appropriate
8. Commitment to on-going training and education, participating fully in preschool sponsored training
9. Education: 28 ECE units of CD/ECE units including the required 12 core ECE units for teachers in licensed facilities. For those who have attained the 12 core ECE units, this requirement may be amended at the discretion of the Director, with the agreement that the teacher will finish the required 28 units at his/her expense.
10. 3 units of infant/toddler curriculum.
11. Experience: 2 years paid experience in a licensed early childhood program, may be waived or adjusted at the discretion of the Director
12. Active membership at CPC or in a Christian Church, which proclaims a doctrine in agreement with the doctrine of Community Presbyterian Church
13. Fingerprint clearance
14. Current pediatric CPR and First Aid certification
15. Proof of good health and negative TB test
16. Adequate vision, hearing, and mobility to safely supervise children
17. Ability to lift 50 pounds
18. Valid California driver's license

Responsibilities:

1. **Health and Safety:** Ensure that a safe and healthy environment is maintained for children including compliance with Title 22 licensing regulations, fire codes, and other applicable laws. Closely supervise the children at all times. Supervise the work of Teacher Aides or parent volunteers when appropriate.
2. **Preschool Statements:** Work conscientiously to implement the school's philosophy, vision, values and goals.
3. **Curriculum Implementation:** Plan and implement a balanced curriculum that is developmentally appropriate for the enrolled children in any given year, making

- sure that it is culturally sensitive to the current children in the class. Provide teachings in the Christian faith implementing the school Bible Curriculum according to the age level of the children. Keep records of the development of each child in order to meet the child's educational needs, informing his/her parents and making referrals when appropriate.
4. **School and Personal Spiritual Development:** Pray for the needs and spiritual growth of the children and their families. Make provision for one's own spiritual life through public worship, Bible study and prayer. Actively participate in staff devotions each school day morning.
 5. **Professional Development:** Keep abreast of current knowledge in early childhood education through, personal reading, in-service training, workshops conferences and/or college courses. Complete 21 hours of continuing education each year. (This includes but is not limited to CPR/First Aid Training and in-service training provided by the school.)
 6. **Relationship Development:**
 - Develop mutual, trusting relationships with parents of the children enrolled in your class through frequent communication, showing interest and respect for the parents and their children and practicing confidentiality verbally and in writing.
 - Develop mutual, trusting relationships with teachers, aides, office staff and the Director through frequent communication, showing interest and respect and practicing confidentiality verbally and in writing, promoting team building efforts at the school.
 7. **Attendance:** Attend all staff devotions and meetings, in-service training, and special events such as, but not limited to CPC teacher commissioning (this occurs on a Sunday morning at the beginning of the school year) parent orientation, school programs, field trips, open house, end of the year celebrations, and any conference requested by a parent or the Director, which may or may not occur during school hours.
 8. **Public and church relations:** Act as an advocate of the school with students, parents, teachers, staff, CPC congregation, as well as the community.

Relationships:

The teacher works most closely with the children, families and other staff member(s) in the assigned classroom. He/she needs to have a close working relationship with the Preschool Director in curriculum planning and conferring on classroom and individual children's specific needs. Teachers shall communicate with other school staff members whenever necessary or helpful especially when there could be a misunderstanding, using problem solving techniques.

Accountability:

The Preschool Teacher is accountable to the Preschool Director who will establish overall priorities and objectives with the teacher. A performance review will be conducted annually with the Preschool Director.

Terms: This position is part time or full time (days and hours vary with assignment.)
The position is eligible to be renewed each year after the probationary period is completed.