

Job Description: First Steps Preschool Teacher
First Christian Church, 327 E. Capitol Ave., Jefferson City, MO

I. Responsibilities

A. Planning

The Teacher shall be responsible for the planning and implementation of the approved curriculum. This will include but is not limited to:

1. Preparing written lesson plans monthly in advance – Lesson plans shall include daily circle times, craft time, writing center time, Bible Story time, Bible Verse Memorization, Gross motor skill time (playground or gym), Snack time.
2. Having lesson plans and supplies readily available in the event a substitute is needed
3. Arranging the physical environment of the classroom
4. Conducting the classroom, field trip activities, toy wash, end of year picnic, and graduation.
5. Maintaining a Christian format and atmosphere in the classroom.

B. Communication

This shall include but is not limited to:

1. Attending staff meetings held prior to the beginning of the fall session.
2. Schedule time to set up your specific classroom so that it is set up by August 10th.
3. Sending letter/e-mail to families for fall with dates of toy wash, orientation, meet the teacher by July 21st. Include the NPR, Health Form, Handbook, and information about t-shirts and supplies.
4. Attending all yearly staff meetings on dates announced by the Director. These are in addition to the pre-session meetings.
5. Making all requests for upgraded equipment, facility maintenance, or repair through the Director and Board of Directors whom will report to the Church Property Division.
6. Notifying the office as soon as possible when a substitute is needed and if possible arrange for your own substitute.
7. Conducting an orientation meeting in the late summer for parents who have enrolled their children in the upcoming fall session.
8. Communicating with the parents on a regular basis about their child. Maintaining parent and child confidentiality at all times. If some sort of behavior and/or incident occurs during class time, it is the Teacher's responsibility to first approach the parent - please log the date and other pertinent information. If unacceptable behavior or a situation continues, then the Teacher needs to notify the Head teacher. A meeting will then be scheduled to work out a solution. If necessary the Director will be involved.
9. Maintaining a portfolio on file for each student for evaluation purposes.
10. Sending home a brief evaluation in the fall and conducting parent/teacher conferences in the spring during class time.

11. Distributing a newsletter the first week of every month school is in session.

C. Supervision

The teacher shall be responsible for supervision of classroom activities. This shall include but is not limited to:

1. Making arrangement for field trips and related transportation by following the specified guidelines and policy set for First Steps. This includes bringing a copy of child application forms with you on field trips for emergency purposes.
2. Establishing parent helper committees and overseeing their activities and meeting with committees as needed. (Graduation and field trip)
3. Utilizing the daily parent helper or aide to his/her fullest extent by assigning specific responsibilities for the day (i.e. working with individual children, conducting a craft activity, etc.)
4. If there is a classroom aide, teacher shall perform an annual evaluation.

D. Record Keeping

These duties will include but are not limited to:

1. Posting a written schedule of daily activities, posting all rules and guidelines that are pertinent to staff and parents, and log all necessary information on provided sheets.
2. Checking original application/registration forms to note any special needs, fears, allergies, or other such information and be aware of a stated plan of action for meeting these specific needs.
3. Submitting supply receipts to the director. Remain within the established supply budget.

E. Discipline

The Teacher will follow the board-adapted policy for discipline.

- II. Qualifications – An Associates Degree in Early Childhood Education, or 4 years experience in teaching position.

III. Working Relationships

The teacher shall:

1. Report to the Head teacher for the coordination of the preschool program. The Head teacher will report to the Director as needed.
2. If a policy difference occurs between the Director and the staff which can not be resolved, it shall be reviewed by the First Steps Board. All general operational policies of the school, such as prompt and regular attendance, ages of children allowed to enroll in the program, obtaining substitutes, vacations, leaves of absence, etc. shall apply to all classroom staff members.
3. Uphold the Christian environment of the workplace by exhibiting Christ like behavior in conduct and speech. Make every effort to live at peace and to resolve disputes with others in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8).

IV. Other Duties

The teacher shall fulfill other duties as deemed necessary by the Director.

V. Salary

The Teacher's salary will be established by the First Steps Board and will be reviewed periodically. Salary shall be paid once monthly.

VI. Termination

Termination by the Director or the First Steps Board will be by 30-day written notice or immediately for cause.

Preschool Teacher Duties

I. Daily

- A. Arrive at least 15 minutes before class starts.
- B. Have all materials ready for the day's class.
- C. Wear your name badge during field trips and during parent meetings.
- D. Mark students present.
- E. Carry out the planned activities for the day.
- F. Give parents a short report of their child's day.
- G. Remain in the classroom until all students have left.
- H. Straighten and clean (wipe tables off, etc.) the classroom and supply areas at the end of the day. Make sure the trash is out of the classroom and bathrooms. Put chairs on tables on Friday for the ease of the weekend cleaners.
- I. Turn off lights.

II. Monthly

- A. Do written lesson plans in advance with the Head teacher.
- B. Distribute a newsletter the first week of every month school is in session.