

POSITION DESCRIPTION: CLASSROOM TEACHER

A teacher at the Preschool in the Valley is responsible for exercising classroom leadership within the guidelines established by the Director and the Preschool Committee, to the accomplishment of the goals of the school.

Education, Experience, and Technical Skills Required

1. Undergraduate degree required, graduate work or continuing education desirable
2. Teacher certification where required by law (private or public certification acceptable), or written documentation showing that certification is being sought.
3. Previous teaching experience or work with young children desirable.
4. Skills and abilities are required in interpersonal relations, teaching, time management, creative thinking, planning, and priority management.

Specific Responsibilities shall include, but are not limited to, the following:

1. Ensure the safety and well-being of all children in the charge of the school. If tasks need to be done outside the classroom, the teacher should stay with the children and the assistant can grab supplies or make copies.
2. Plan each day's activities and lessons, and have those plans outlined in written format for yourself. Review those plans with classroom assistant.
3. If the teacher will be absent, the teacher will need to email the director and assistant with lesson plans.
4. Prepare materials necessary for each day's activities. Have materials or manipulatives ready each morning for children to work with either upon arrival or ready for later in the morning.
5. Arrive each morning no later than 8:45 am. Be ready to welcome children upon their arrival. Your assistant will bring the children in from the carline. Encourage children to take responsibility for their own belongings.
6. Both teachers and assistants will take children to bathroom as necessary.
7. At dismissal, the teacher will take the children to their car. Keep in mind that we want to keep the carline moving so this is not a time for long conversations.
8. During the school day keep adult conversations to a minimum. Keep in mind that preschool ears are near-by and listening. Instead, find opportunities to engage with the children.
9. Promote cooperation and harmonious relationships between parents, staff, and administration. Cooperate with others (from the church) who share classroom.
10. Be available for parent conferences as needed or requested. Communicate with parents by phone if there are concerns about their child.
11. Care for classroom and equipment. Report items needing repair or replacement. Submit requests for additional equipment and supplies to Director.
12. Attend staff meetings, in-service training, seminars which promote professional growth. Attendance at annual ACSI conference in Lancaster is encouraged, but not required.
13. Inform the Director in cases of unreasonable behavior, parent complaints, or other problems which should be handled by the Director in the best interests of the school.
14. Protect the privacy of both students and other staff members and do not discuss problems "out of school". Be wary of others who may entice you to gossip. Keep the confidence of your students, parents, and colleagues by maintaining an air of professionalism and exhibiting Christian values.