



PRESCHOOL TEACHER JOB DESCRIPTION

Title:	Pre-Kindergarten Teacher
Reports To / Evaluated by:	Director of Early Childhood Education
Education:	Bachelor's or AA Degree
Agreement By:	Superintendent
Supervises:	Students and Teacher's Assistant

General Responsibilities: The teacher will work closely with students and teachers to provide a Christ-centered, Developmentally appropriate curriculum. The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day to day duties. He/she must be devoted to prayerfully work with administration, staff, students, and parents.

Section 1 - Required Personal Qualities

1. Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
2. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, and approaches responsibilities with commitment.
3. Meets everyday stress with emotional stability, objectivity, and optimism.
4. Respectfully submits and is loyal to constituted authority.
5. Notifies the supervisor/administrator of any policy he/she is unable to support.
6. Refuses to use or circulate confidential information inappropriately.
7. Appreciates and understands the diversity of the Phoenix Christian community.
8. Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
9. Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, consideration, and inviting an open dialogue.
10. Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
11. Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.
12. Uses acceptable English in written and oral communication.

Section 2 – Required Spiritual Development

1. Has received Jesus Christ as his/her personal Savior.
2. Believes that the Bible is God's Word and standard for faith and daily living.

3. Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
4. Regularly attends a local, evangelical church, which has a Statement of Faith in harmony with the Phoenix Christian Statement of Faith.
5. Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Reflects the purpose of the school, which is to honor Christ in every class and in every activity.
7. Plants seeds with students to know and accept God's gift of salvation and help them grow in their faith.
8. Leads students to a realization of their worth in Christ.
9. Has the spiritual maturity, ability, and personal qualities to "train up a child in the way he should go."
10. Recognizes the role of parents as holding primary responsibility before God for their children's education and is prepared to assist them in that task.
11. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.

Section 3 – Curriculum and Instruction (All Faculty)

1. Teaches classes as assigned following the prescribed scope and sequence.
2. Demonstrates and maintains job related technical knowledge, experience and skills required to perform effectively.
3. Integrates biblical principles and the Christian philosophy of education throughout the curriculum and activities.
4. Coordinates and implements educational curriculum by developing classroom activities based upon developmentally appropriate practices and early learning standards.
4. Keeps proper discipline in the classroom and on the school premises for a good learning environment.
5. Ensures a healthy classroom environment-including maintaining appropriate sanitation and cleanliness standards, safety and security of children. Supervises teacher assistants and volunteer to ensure they are following planned activities and hygiene and safety standards.
6. Utilizes others effectively by delegating responsibility appropriately to team members, combined with follow-up to ensure progress.
7. Leads by example; encourages teaching team success through modeling and coaching. Encourages collaboration and teamwork.
8. Plans a program of study, yearly Scope and Sequence, Weekly lesson plans. As much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
9. Utilizes valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
10. Employs a variety of instructional methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
11. Maintains frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences. Effectively assesses the learning of students on a regular basis and provides progress reports as required.
12. Is prepared for classroom instruction both daily and long term.
13. Effectively and efficiently manages the classroom and other learning environments. Managing multiple demands and competing priorities effectively on a daily, weekly, and long-term basis.
14. Follows all center policies and State regulations. Maintains accurate records, forms, and files. Keeps students and staff information confidential.
15. Individualizes instruction as necessary or required to be inclusive to all student's needs.

16. Other duties as assigned by Director.

Section 4 – Professional Conduct

1. Keeps administration adequately informed of student concerns.
2. Cooperates with classroom and administration in implementing all policies, procedures, and directives governing the operation of the school and classroom.
3. Knows the procedures for dealing with an emergency issue and mandated reporting.
4. Informs the administration, in a timely manner, if unable to fulfill any duty assigned.
5. Utilizes educational opportunities and evaluation processes for professional growth.
6. Provides current professional development endorsements for the personnel file.
7. Performs other reasonable duties that may be assigned by the administration.