

## Bridges Community Church



### **Job Title: Teacher**

#### **Position Overview**

This position reports to the Head Teacher in the class. Teachers assist fellow teachers in reaching the goals of the school to fulfill its mission of partnering with families to provide Christ-centered experiences that will foster and encourage preschoolers to succeed in kindergarten and in life. This is done by surrounding each child with love, security, consistency, and respect through personal relationships with the children and through consideration of children's developmental levels/needs in classroom preparation. Teachers also assist the Head Teacher in their class in ways to provide a safe, supportive and happy place for each child to explore and grow physically, mentally, emotionally, socially, and spiritually.

#### **Essential Job Functions**

##### CLASS

- Plan and lead activities designed to promote physical, mental, emotional, social and spiritual needs of the children, such as games, arts and crafts, music, storytelling that will include both secular and Christian materials such as Bible stories and memory Bible verses.
- Supervise art/science areas and various other classroom centers, interacting and engaging with the children as they take part in various activities.
- Oversee classroom routines like snack time, lunch time, and nap time.
- Plan weekly/monthly lesson that follow the approved curriculum calendar and readiness plan, and submit them to the head teacher. Ensure that activities are hands-on and age-appropriate.
- Be familiar with school's safety rules and emergency procedures.
- Integrate special needs children in a positive and respectful manner.

##### CHILDREN

- Supervise children at all times ensuring their safety, well-being and development.
  - Never leave children unattended or unsupervised.
  - If safety concerns do emerge, immediately inform the appropriate person, whether it is the Head Teacher or the office.
- Greet each child as they arrive.
- Encourage children in their personal growth and learning through personal and caring relationships with them.
- Discipline children using positive language and appropriate consequences.
- Observe children and make note of progress.
- Be a Christian role model.

##### PARENTS

- Greet parents as they arrive.
- Ensure parents sign children in when dropping them off, and sign children out when they are picking them up.
- Direct parents to the Head Teacher when they wish to have a teacher/parent conference.

#### OTHER

- Communicate any concerns to the Head Teacher in a timely manner.
- Attend all staff meetings.
- Pray with teachers/staff and lead Bible devotionals when assigned.
- Participate in school special events including Christmas and Promotion programs.
- Engage in further training at least once annually.

#### **Requirements**

##### BASIC REQUIREMENTS

- Agree with the Bridges Community Church's Statement of Faith and Positional Papers.
- Personal faith in Christ as Lord and Savior and active member of a Christian church.
- Pass State required background check through Live Scan Fingerprinting and Child Abuse Index Check.
- Submit all State required forms including Physician form and T.B. test results.

##### MINIMUM EXPERIENCE, EDUCATION, CERTIFICATIONS, ABILITIES

- Meet requirements educationally for a Fully Qualified Teacher.
  - Minimum of 12 core semester units in Early Childhood Education, including units in Child-Family and Community, and Curriculum (with a C or better grade).
  - Minimum of 6 month experience in a licensed child care center or comparable group child care program.
- Good understanding of a child's growth and development.
- CPR certified and possession of a current pediatric first aid card.
- Ability to take ownership of responsibilities.
- Ability to keep confidentiality in school matters.
- Ability to maintain a calm demeanor and make responsible decisions in the midst of the stress that is associated with supervising young children.
- Ability to share ideas and helping hands to better the classroom and the school.
- Ability to guide children into acceptable behavior avoiding discipline problems, and help them build self-esteem.

##### PHYSICAL REQUIREMENTS

The Teacher must be able to regularly perform physical activities such as but not limited to:

- Visual acuity and manual dexterity sufficient to operate standard office equipment.
- Lift and move 20 lbs. from the floor to a waist-high table when necessary.
- Stand and walk short distances frequently on a daily basis.
- Regularly sit, bend, twist, push and pull.
- Crouch to child's level, maintain eye contact, sit on floor and stand tall enough to reach children on the highest piece of equipment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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