



Job Details

Title: Preschool Teacher

Reports to: Preschool Director

Location: Upper St. Clair Twp.

Typical Work Hours: 40 hours per week

Revision Date: 4.24.24

Job Summary

The Preschool Teacher will help students learn age appropriate attitudes, skills, and subject matter that will contribute to their development as mature, able and responsible Christians. The Preschool Teacher ensures that all students are supervised in a safe and nurturing environment.

Responsibilities

- Be a Dynamic Leader
 - Be a positive role model by maintaining a courteous, honest and helpful relationship with other staff members
 - Supervise the children individually or in small groups, as needed.
 - Plan lesson plans for substitutes to follow in your absence.
 - Implement the class curriculum & appropriate activities.
 - Teach basic skills such as color, shape, number and letter recognition, personal hygiene and social skills.
 - Organize and lead activities designed to promote physical, mental and social development.
 - Evaluate Children's progress & maintain progress records for child's evaluation
 - Meet with parents, as needed, to discuss their children's progress and to determine their priorities for their children and any resources needed.
- Demonstrate awareness of needs and abilities of each child
 - Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests
 - Provide rest and quiet times, as needed.
 - Identify children showing signs of emotional, developmental or health-related problems, and discuss them with the Preschool Director and parents, as needed.
- Maintain an organized classroom
 - Make sure toys are kept clean and that they are safe and age-appropriate
 - Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
- Establish and enforce rules for behavior to maintain order
 - Remain positive –children should hear what they ought to do versus not do.
 - Help children develop inner-discipline by providing reasonable rules with logical consequences for breaking those rules and by giving responsibility to children as they are able to accept it.
 - Be consistent – good rules are for everyone



- For time out, use the 'thinking chair' to separate a child from group due to inappropriate behavior
- Continually seek out educational/training opportunities
 - Take continuing education courses in Early Childhood Education.
 - Attend professional meetings, educational conferences, teacher training workshops, etc. to maintain and improve professional competence
- Be a Team Player
 - Attend all staff meetings, as assigned
 - Be available for extra-curricular activities including, but not limited to, programs, socials, field trips, parent meetings, etc.
 - Support and uphold Preschool policies
 - Lead aides, Teacher's Assistants, and Classroom Volunteers.
 - Model Christ likeness in all you think, say and do.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree in Early Childhood or Elementary Education, preferred.
- Previous experience in preschool, children's education or similar position, required.
- Willingness to learn.
- Knowledge of:
 - Working with computers, including Google Applications and Microsoft Suite, required.
- Ability to:
 - Work independently in the absence of supervision.
 - Understand and follow oral and written directions.
 - Establish and maintain effective and courteous relationships with those contacted in course of work.
 - Communicate clearly and concisely, both orally and in writing.
 - Model behavior and actions consistent with core values of the church.

To apply, please email your resume to jordan.grogan@xr.church