

Job Description
Pre-K Teacher, St. Paul's UMC Preschool and Children's Day Out

Reports to: Preschool Director

Directly Supervises: Teaching Assistant

FLSA Status: Exempt; Part Time (5 Day Morning Session/9 Month School Year)

Job Summary

The Pre-K teacher is responsible for providing safe and developmentally appropriate activities for a group of children 4-5 years old. The teacher creates a classroom environment that addresses the needs of the whole child, fosters children's natural curiosity, and prepares them for Kindergarten.

Essential Functions:

- Plan and implement developmentally appropriate activities that meet the physical, emotional, intellectual, social, and spiritual needs of the children in the program
- Work with children individually and in large groups to foster learning
- Post weekly lesson plans
- Prepare a monthly newsletter
- Understand and adhere to all health and safety requirements of KDHE and St. Paul's UMC
- Establish a positive relationship with children, families, co-workers, and church staff at St. Paul's
- Observe and document children's growth and development
- Report developmental/behavioral concerns to Director
- Create a portfolio for each child
- Complete progress reports for each child
- Facilitate Parent/Teacher conferences
- Implement positive classroom management/discipline techniques
- Prepare an environment that is clean and appealing
- Make sure all materials and equipment are in good repair
- Attend monthly staff meetings
- Attend trainings (10 clock hours/year required)
- Attend programs that may occur in the evening (open house, music programs)

Core Competencies:

- **Mission Ownership:**

Demonstrates understanding of and embraces St. Paul's UMC mission, values, and vision.
Can articulate and share these with others.

- **Spiritual Maturity:**

Models and practices a vigorous plan of discipleship that includes active participation in faith development.

- **Interpersonal Skills:**

Treats children, families, co-workers, and all others with respect.

Demonstrates an optimistic attitude and cheerful demeanor

Listens actively and accepts constructive criticism

Works with others to resolve conflicts in a productive and positive way

Minimum Qualifications:

- Associates Degree in Early Childhood Education or Child Development
- Two years of classroom teaching experience in a licensed preschool
- Proficiency in communication skills, both oral and written

Physical Qualifications:

- Must be able to move freely in and out of classrooms and work on the child's level of sight
- Must be able to lift 35 pounds.