

Job Description

Classroom Teacher & Extended Care Worker

Purpose: to provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged, and individually is respected.

Key Responsibilities:

- To offer a program that meets the emotional, physical, intellectual, social and spiritual needs of both the individual and the group in accordance with the policies and philosophies of the Pre-School as outlined in the Employee Handbook.
- To interact with the children and encourage involvement in learning activities.
- To prepare a warm, safe, orderly, clean and appealing environment in which children can grow, explore and learn.
- To plan daily lessons.
- To establish and maintain good communications with parents.
- To observe appropriate, consistent, and positive discipline.
- To maintain all records and files.
- To attend monthly staff meetings and required meetings and workshops.
- To care for the property reporting necessary repairs and needs to the director or assistant director.
- To keep parents informed of monthly activities.
- To submit supply list for the upcoming month to the assistant director.
- To assist in conducting training sessions at the director's request.
- To keep toys and equipment clean and in good condition. Toy/equipment in the infant/toddler rooms need to be sterilized with chlorine/bleach water on a daily basis.

- Maintain a clean, neat room, cabinets and closets at all times. Teachers are responsible for all areas above the floor, sweeping and trash containers. Custodians are responsible for the bathrooms and mopping.
- Shall cooperate fully with the direct in use of rooms by other church organizations. All rooms must be neat and orderly.
- Shall acquire at least 24 hours annually of professional workshops and childcare conferences. These hours must be completed before the last day of May.
- Shall abide by the policies of the Employee Handbook and the Minimum Standards of Licensed Child Care Centers of Texas.
- Shall arrive 15-20 minutes early to prepare for the day.
- Shall stay with the children at dismissal time until all have been released to the parents or to the extended care teacher.
- Shall be responsible for the welfare, health and safety of the children in the group while on school property and while on field trips. Responsible for all mealtime activities with the children.

Reporting Relationships: Reports to the director on any matters regarding staff, children, parents or church matters.

Limits of Authority:

- May take action without informing the director concerning room arrangement, positive discipline of children or parent meeting.
- May take action but must inform parents about sick children or leaving the school with children.
- Must have prior consent to release a child to an unauthorized person.