

Preschool Classroom Teacher



VILLAGE CHURCH

Presbyterian (USA)

Village Church Mission Campus
6641 Mission Road
Prairie Village, KS 66208

Part-Time
Reports to: Preschool Director Sarah
McKee

To apply, send resume and/or cover
letter to
human-resources@villagepres.org

Job Purpose:

The Preschool Classroom Teacher role is to use the HighScope curriculum as a guide to create an environment that leads to academic, social-emotional, and physical growth and development of all children in their care. A Preschool Classroom Teacher must also establish relationships with parents/guardians to engage and encourage participation in their children's learning. A Preschool Classroom Teacher is also responsible for complying with all state licensing and national accreditation requirements and works collegially with other staff members of Village Church Preschool at Mission Campus.

Core Expectations & Responsibilities:

- Provide a warm, nurturing environment for the children
- Function as an equal team member and share team responsibilities
- Establish a positive relationship with parents and preschool students
- Supervise all classroom activities to always ensure the safety of each child
- Implement all components of the HighScope curriculum
- Observe the developmental readiness of each child and provide the appropriate environment for learning
- Maintain developmental and behavioral observation records on each child
- Demonstrate cultural competency and respect for the child's background by incorporating the cultural, linguistic and familial values and beliefs into the childcare program and lesson plans.
- Prepare for and conduct parent/teacher conferences twice yearly
- Maintain an orderly environment conducive to optimal growth and development of children
- Maintain ongoing, open communication with parents/guardians/administration
- Prepare a daily message board and weekly newsletters for families
- Attend weekly staff meetings and any additional meetings as scheduled
- Support preschool in conforming to state licensing regulations and NAEYC accreditation standards
- Participate in on-going total program evaluation
- Participate in on-going self-evaluation and year-end contract review conducted by the Director
- Attend all school functions outside of regular school hours

Core Competencies:

- Strong communication skills with both children and adults
- Willingness to work as an equal team participant

- Positive attitude
- Ability to be flexible and change plans if needed
- Knowledge of child development

Essential Qualifications:

A Preschool Classroom Teacher at Village Church should hold a college degree which included classwork on child development. A current teaching license is not required. They must be able to meet the requirements of the state licensing agency and the accreditation requirements set by NAEYC to maintain our accreditation. This person must be a sensitive, capable, and mature individual who is able to relate well to both children and adults.

Helpful Skills:

- Knowledge of Conscious Discipline (social-emotional curriculum)
- Classroom experience
- Classroom Management skills
- Use of Microsoft Word
- Basic technology skills

Working Conditions & Physical Requirements:

The Preschool facility is a clean, well-organized facility within the larger church building. Facility is set to effectively teach and care for children 2-5 years of age. Classroom teachers are expected to teach both inside and outside of the building; spending at least 60 minutes per full day, weather permitting, on the playground and in the outdoor classroom. There are several mandatory family events outside of regular classroom hours that Classroom Teachers are expected to attend including but not limited to: Preschool Open House, Parent Information Evening, and Parent Teacher Conferences.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Often required to stand and sit; reach with hands and arms; and stoop, kneel crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40-pound child.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
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Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Direct Reports: None

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AAP/EEO Statement:

Village Presbyterian Church is an equal opportunity employer. In accordance with anti-discrimination law, it is the purpose of this policy to effectuate these principles and mandates. Village prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, sex, religion in non-ordained positions, national origin, disability status, protected veteran status, or any other characteristic protected by law. Village conforms to the spirit as well as to the letter of all applicable laws and regulations.