

Preschool Teacher



VILLAGE CHURCH

Presbyterian (USA)

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

Part-Time
Reports to: Sarah McKee, Preschool
Director

To apply, send resume and/or cover
letter to
sarah.mckee@villagepres.org

Job Purpose:

Our preschool teachers 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. Teachers must also establish relationships with parents/guardians to engage and encourage participation in their children's learning. Teachers are also responsible for complying with all state licensing and national accreditation requirements and work collegially with other staff members of Village Church Preschool at Mission Campus.

Duties & Responsibilities

Responsibilities include, but are not limited to the following:

Classroom:

- Provide a warm, nurturing environment for the children
- Accept and implement the HighScope curriculum in the classroom through:
 - Room arrangement and daily routine, establishing a plan-do-review sequence with the children, observing and identifying key developmental indicators (KDIs) and ultimately planning for key experiences
 - Work as a team to plan and implement classroom activities and materials
- Observe the developmental readiness of each child and provide the appropriate environment for learning
- Maintain developmental and behavioral records on each child
- Present at Parent Information Evening (PIE Night) with team teachers in the fall, explaining curriculum and expectations for the classroom
- Function as an equal team member and share team responsibilities
- Arrive at least 30 minutes prior to class time for planning with your team teacher and getting the room ready for children
- Remain after class ends to evaluate the day's activities and prepare for the next day
- Prepare for parent/teacher conferences twice yearly
- Conduct parent/teacher conferences as agreed upon with team members
- Establish positive relationship with parents and preschool students
- Maintain an orderly environment conducive to optimal growth and development of children
- Organize classroom at the end of the class day so it is ready for the next group to use it
- At a minimum, prepare and send home classroom communication every week

- Prepare a daily message board for parents/families outside classroom door
- Follow written classroom and playground rules, including cleaning up materials after use

General:

- Function as a part of the total preschool staff to promote a spirit of teamwork and cooperation
- Attend in-service training prior to the beginning of the school year as required
- Arrange for a substitute when absent and notify director of absence
- Notify preschool office of supply needs
- Attend weekly staff meetings and any additional meetings as scheduled
- Purchase supplies if needed, with director's approval. All reimbursement requests must be accompanied by a receipt
- Share staff responsibilities of maintaining resource closets, Book Nook, cleaning refrigerator and microwave, and laundry
- Support preschool in conforming to state licensing regulations and NAEYC accreditation standards
- Follow procedures for completing accident reports
- Supervise student teachers when assigned through agreement with director
- Supervise all classroom activities to always ensure the safety of each child
- Keep any information about children and parents confidential
- Participate in ongoing self-evaluation and year-end contract review conducted by the director
- Participate in ongoing total program evaluation
- Attend all school functions outside of regular school hours
- Support Enrichment teachers by connecting and reinforcing lessons within the classroom

Qualifications

- Must be a sensitive, capable, and mature individual who is able to relate well to both children and adults
- Have a college degree which included classwork on child development (a current teaching license is not required)
- Able to meet the requirements of the state licensing agency and the accreditation requirements set by NAEYC to maintain our accreditation
- Pass a background check

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.

How to Apply

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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.