



EARLY LEARNING CENTER

JOB DESCRIPTION: Preschool Teacher

STATEMENT OF PURPOSE:

The purpose of the Early Learning Center at University Baptist Church is to care for children in a loving, Christian environment while helping them to develop physically, socially, emotionally, spiritually, and cognitively.

SUPERVISION:

The teacher is supervised by and responsible to the Early Learning Center director.

RESPONSIBILITIES:

- Create an age-appropriate, center based, learning environment consistent with the developmental needs of children
- Develop comprehensive lesson plans based on monthly units of study involving a variety of structured and unstructured activities outlined in the curriculum
- Instruct children according to teacher developed lesson plans
- Evaluate the progress of children and identify areas for growth and development
- Build strong partnerships with families to connect student learning at home and school
- Communicate with the director regarding program and children's needs
- Communicate with other teachers who may share the classroom on other days of the week
- Complete 10 hours of continuing education or training annually in the areas of child development, emergency and basic first aid, and leadership skills
- Abide by all Early Learning Center policies and procedures

QUALIFICATIONS:

Minimum education	High school diploma. Some college preferred
Minimum experience	2 years experience in group child care
Required certification	CPR and First Aid, this training will be offered to new employees at the expense of the Early Learning Center
Pre-hire review	A background check will be completed and reviewed prior to hire
Physical Demands	<ul style="list-style-type: none">• Heavy physical effort (lift/carry 50 pounds)• Occasional standing/walking• Manual dexterity and mobility• Considerable reaching, stooping, bending, kneeling, crouching
Cognitive Demands	<ul style="list-style-type: none">• Plan, coordinate, and implement program activities• Communicate effectively both verbally and in writing• Respond appropriately to emergency or crisis situations
Working Conditions	<ul style="list-style-type: none">• Occasional exposure to cleaning agents• Possible exposure to blood, body fluids, or tissues• Regular outdoor activity