

MT. JULIET CHRISTIAN ACADEMY

Job Description

JOB TITLE: Preschool Teacher

REPORTS TO: Elementary **Principal**

PRIMARY PURPOSE: To instruct and train students in all subject areas assigned by the Principal. To establish and maintain an environment in the classroom which promotes spiritual, academic, physical, and social growth and maturity.

QUALIFICATIONS:

- Must be a Christian with sound Christian character and witness.
- Be active in a local church.
- Be passionate about educating students in a Christian environment and about the grade/subject to be taught.
- Be in agreement with FBCMJ Statement of Faith
- Possess the minimum of a high school degree
- Working knowledge of subject to be taught

MAJOR RESPONSIBILITIES AND DUTIES:

Spiritual

- Motivate students to accept God's gift of salvation and grow in their faith
- Relate to students by loving them with the love of Christ, encouraging them to begin and/or develop a relationship with God through Christ, and challenging them to love God with all their hearts, minds, souls, and strengths.
- Be a role model of Christian love, faith, truthfulness, and virtue, both in the classroom and in personal life
- Model the spiritual expectations of the school
- Reflect a Christ-like spirit in dealing with student-teacher and student-student relationships

Planning

Provide all written lesson plans required by the administration, which incorporate the school's scope and sequence or other approved curriculum and ensure that within the year, the scope and sequence of skills assigned to the grade are taught to the students.

- Regularly review curriculum guides and plan lessons that lead to fulfillment of course priorities and goals

Instructional

- Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Employ a variety of instructional aids, methods and material that will provide for teaching to reach the whole child: spiritual, academic, physical, and social
- Assign homework supportive of the classroom program and that is within the expectations and goals of the school
- Stay current on the best practices in education and teaching, in order to provide

the highest quality educational environment.

- Attend seminars/workshops per school year as required
- Prepare adequate information and materials for a substitute teacher
- Arrange for field trips that extend or apply classroom learning

Management

- Maintain a clean, attractive and well-ordered classroom
- Manage the class by setting clear expectations of behavior, establishing reasonable routines and promoting self-discipline based on Biblical principles
- Evaluate each student's progress on a regular basis
- Keep proper discipline in the classroom and on the school premises for a good teaching environment
- Maintain accurate and complete school records
- Maintain documentation regarding any disciplinary issues

Supervision

- Effectively oversee the learning process in the classroom
- Supervise students during scheduled periods, according to campus plan
- Supervise students at school activities
- Prepare a snack for the children and supervise snack time

Communication

- Keep students, parent and the administration adequately informed of progress or deficiencies and give sufficient notice of failure
- Respond expediently to parent, student or volunteer concerns and ideas
- Recognize the need for good public relations. Represent the school in a favorable and professional manner

Professional Assignments and Related Duties

- Arrive punctually and attend all duties, programs, and meetings that are scheduled
- Participate and supervise extra-curricular activities, organizations and outings as assigned
- Support the broader program of the school by attending extra-curricular activities, organizations and outings as assigned
- Place the teaching ministry as a priority ahead of outside or volunteer work
- Make provisions for being available to students and parents for education- related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assure the facility and equipment of the classroom are safe and well maintained

Professional and Personal Qualities

- Uphold and enforce school rules, administrative regulations, school policies, and support the goal and objectives of the school
- Maintain personal appearance in a professionally appropriate manner
- Model the spiritual expectations of the school