

ASHTON CHRISTIAN PRESCHOOL

POSITION DESCRIPTION

OFFICIAL TITLE: Teacher

SUMMARY DESCRIPTION: Under the direction of Ashton United Methodist Church and Ashton Christian Preschool's director, you will plan and provide for appropriate learning experiences based on Christian beliefs and values. You will provide an environment conducive to the intellectual, physical, social and emotional development of all children. You will be responsible to provide feedback to parents throughout the school year. You will follow required procedures and practices and monitor appropriate use and care of equipment, materials and facilities.

DUTIES AND RESPONSIBILITIES: (shall include, but are not limited to the following)

CHILD DEVELOPMENT & CLASSROOM MANAGEMENT

- Supervise and ensure the safety and well-being of the children at all times, being aware of the needs and/or issues of the children as individuals and as a group
- Oversee the day to day operation of the class in keeping with its policies and philosophy
- Be on the premises at all times when the class is in session, or obtain a substitute when absent. Arrive at least 30 minutes before the expected arrival of the first child and remain until the room is clean and ready for the next day
- Make daily plans based on the philosophy and curriculum of the preschool program and the needs of the children
- Plan a balanced program concerned with good health habits, good nutrition, safety in all activities, emergency drills, rest and relaxation, academic growth, physical activity, and other identified needs of the children
- Plan and implement seasonal holiday celebrations
- Collaborate with the classroom assistant as needed
- Keep abreast of new research and developments in education and child development, maintain a professional library, and participate in related professional and community organizations
- Meet each child's basic hygiene needs including hand washing, toileting and diapering (2s and some 3s); Support toilet training efforts in the classroom (2s & 3s)
- Know community resources and refer families with identified needs to the appropriate resource (i.e. Child Find, Child Protective Services, hearing, speech, parenting programs, etc.)
- Complete 12 hours of continuing education each school year
- Collaborate with the classroom assistant as needed

COMMUNICATION:

- Meet with director as needed or requested and attend monthly team meetings
- Keep parents informed of class activities, new policies, and upcoming events
- Be available for scheduled parent conferences and as needed or requested

- Inform the director of a child's challenging behavior, parent complaints, or other problems which should be handled in coordination with the director and other classroom staff
- Maintain confidentiality regarding students and parents, as well as certain program decisions and plans

ADMINISTRATION:

- Supervise cleaning and care of space used
- Maintain student files and create a portfolio for each child with samples of their work from all areas of development
- Formally assess students annually, at minimum, and report information to the parents
- Complete and submit items requested by the director and/or the church
- Plan and clarify expectations for the assistant, volunteers, and substitutes who may be assigned to your class
- Work with parents and the director to see that required student forms are collected and maintained
- Assist the director with the evaluation of assistants under your supervision

STRATEGIC PLANNING:

- Contribute ideas and talents in an effort to strengthen our preschool program

MINIMUM QUALIFICATIONS:

- Be at least 21 years old
- Be certified in CPR and First Aid (*Training provided by the school*)
- Participate in fingerprinting and background investigation process
- A Bachelor's Degree is preferred with 6 semester hours in Early Childhood Education (Specifically in Child Development and Curriculum) from an accredited college or university; Alternatively, a Bachelor's Degree in any field and the 90-hour preschool certification; At minimum, an Associate's Degree in Early Childhood Education from an accredited community college
- Be able to move around a classroom including stooping, bending, and standing
- Be able to stay outside for playground or other physical activities required to work with young children

Pre-Service Trainings to be completed before the beginning of the school year:

1. Basic Health & Safety Training (3 hrs)
2. ADA Course-Including All Children and the ADA (3 Hrs)
3. Updated Basic Health & Safety (1.5 hours)

All classes can be taken online. You will be reimbursed for the cost of the class and paid for the time spent on each class as stated above.

For more information or to apply, please reach out to Meredith Savage-Myers-Director at 301-774-7113 or email at ashton.preschool@gmail.com.