



## **JOB DESCRIPTION**

### **3K CLASSROOM TEACHER**

#### **General duties for a classroom teacher include, but are not limited to:**

1. Understand and implement Foundations' philosophy by following established policies.
2. Meet regularly with teaching partner to plan and implement activities to meet the physical, emotional, intellectual, social and spiritual needs of the children in the program.
3. Create schedules and routines to ensure children have predictable structure.
4. Submit lesson plans two weeks in advance to the Head of School (HOS) for review.
5. Request materials needed for projects and communicate to HOS or designee when supplies are becoming depleted. Allow at least two weeks notification to receive supplies.
6. Observe children to evaluate and record their progress.
7. Observe and document signs of developmental and emotional problems in each child and convene with HOS, parents or other professionals if necessary.
8. Maintain up-to-date records to document the progress and growth of each student.
9. Develop a positive relationship with each child and each child's family to promote optimal growth and development.
10. Conduct individual parent-teacher conferences twice a year to give updates on the child's progress with accurate record keeping.
11. Assist/teach personal hygiene, specifically toileting, hand-washing, and tooth-brushing.
12. Conduct yourself in a professional manner by being punctual, wearing appropriate attire, and using positive, edifying language.
13. Maintain confidentiality and security.
14. Help maintain facility in a clean, safe and satisfactory condition.
15. Maintain a positive relationship with other programs sharing the same facility.
16. Participate in daily worship, finding ways to utilize the full 30-minute timeframe.
17. Work with after school care (ASC) staff to provide continuity to maximize benefits for the children and further their spiritual development.
18. Meet all regulations and requirements as laid out in the operations and staff manuals.
19. Be available for periodic evening events, such as open houses, end of year ceremonies, core parent involvement meetings, holiday performances/events.
20. Fulfill other duties as requested by the HOS.

#### **To be hired as a classroom teacher, one must meet all of the following requirements:**

1. Be at least 21 years old.
2. Have at least CDA or associate's degree in early childhood education or child development.
3. Have specialized training in early childhood field.
4. Submit to a background check.
5. Have a heart for the urban community and will participate in ongoing training in matters related to serving in an urban setting.
6. Have a love for the Lord Jesus Christ.
7. Be committed to Christian pre-school education for children and their families.

**The position has the expectation of an 8-hour day (generally 7:30 – 3:30), covers 187 work days (7 of which are teacher work/training days), and includes the following benefits:**

1. Group health insurance option with \$150/month paid for by Foundations
2. Optional retirement plan with a company match
3. 5 days of PTO time, which may be taken in hourly increments