

Accepting applications May 31 – June 6, 2017**Position: Preschool Teacher****Department: G.A. Preschool****Date Beginning: August 21, 2017****Hours: Monday – Friday****Minimum Hours: 27.50 hours per week Maximum Hours: 40 per week****Teacher**

Position Summary: The Teacher is responsible for the supervision and management of a classroom, and the execution of the A Beka curriculum. The teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, social, and spiritual growth. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Grace Academy policies. The teacher is responsible to keep lesson plans current in Renweb within the boundaries of curriculum and director/administration.

Job Functions and Responsibilities:

- Maintain confidentiality concerning records of students, families, and co-workers.
- Follow Grace Academy policies/procedures and state guidelines on a regular and consistent basis.
- Responsible for developing lesson plans and daily activities based on the A Beka curriculum for the classroom.
- Have a general understanding of Bible stories and a willingness to be trained in telling stories in fun and exciting ways.
- Carry out duties and responsibilities as described in the employee handbook.
- Attend required staff meetings.
- Ability to build and maintain positive working relationships with staff.
- Must be able to give and receive information in a positive manner.
- Maintain professional attitude and loyalty to Grace Academy.
- Employees are expected to keep their director informed of any questions, concerns or problem areas that may arise.
- Report to work on time daily.
- Models spiritual maturity in leading students and co-workers towards Christ and then spiritual growth.
- Meet and greet students and parents with a smile and by name each day when arriving and/or leaving.
- Encourage conversations between students and staff to help build social and language skills.
- Keep necessary attendance records, emergency forms, curriculum plans, and child portfolios.
- Maintain a clean, neat, organized, and safe work environment on a daily basis.
- Communicate with parents, both orally and in writing, to discuss concerns with their child's development, behavior, school policies or other concerns related to their child. Keep director aware of any and all concerns that may arise. Conduct parent/teacher conferences as needed or as assigned.
- Collaborate with co-teachers to enhance the instructional environment.
- Attend all field trips.
- Decorate and keep classroom attractive, including bulletin boards and door.
- Responsible for the wellbeing, health, hygiene, and safety of children at all times.
- Responsible for reporting any signs of child abuse and/or neglect, abnormal behaviors, illnesses, or injuries to the Director.

- Patience and flexibility; ability to relate to young children and adults.
- Treat students, parents, and co-workers with respect and dignity.
- Ability to understand and follow instructions precisely.

Qualifications:

- Must be at least 21 years of age
- Possess strong leadership qualities and skills with co-workers and students.
- Possess strong oral and written communication skills
- Works independently with little direct supervision
- Works as part of a team and show leadership skills
- 2 years' experience in a licensed preschool/childcare or teaching experience required
- Accepts responsibility of job and is self-motivated
- Demonstrates strong work ethic to achieve desired goals
- Displays effective multi-tasking and time management skills
- Willingness to acquire CDL's to drive a bus

Education and Experience:

- High school diploma or general education degree (GED)
- Two years related experience and/or training; or equivalent combination of education and experience
- Completion of Early Childhood Credentials I & II- beneficial
- Early Childhood Associate Degree- beneficial

Physical Demands:

- Lift up to 40 pounds
- Repetitive bending, stretching, and stooping
- Have the mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in a variety of weather
- Perform cleaning responsibilities as assigned

Job Requirements:

- TB Test
- Health Assessment
- Criminal Background Check
- Fingerprints
- CPR & First Aid Training
- ProSolutions Training