



Hillcrest Covenant Church

pursuing new life together in Jesus

Weekday Preschool Teacher | Part-Time

Position Overview

The Part-Time Preschool Teacher helps create a safe, nurturing, and engaging classroom environment for preschool children at Hillcrest Weekday Preschool. This role partners closely with co-teachers, families, and preschool leadership to support the growth and development of each child through play-based, relationship-focused learning.

Position Summary

Reporting Relationships: The Part-Time Preschool Teacher reports to the Weekday Preschool Director.

FLSA Status: Part-Time, Non-Exempt

- **School Year:** September - May
Training Begins: Late August
- **Schedule:** Monday, Wednesday, Friday from 8:45 am to 3:15 pm with optional Tuesday and Thursday hours from 8:45 am to 12:15 pm during the school year.

COMPENSATION: Compensation for this position is determined by Hillcrest Covenant Church and is commensurate with experience and qualifications.

Classroom Responsibilities

- Lead and care for a class of up to 12 children.
- Create a safe, engaging, and nurturing classroom environment.
- Work closely with a co-teacher to plan and implement daily lessons and routines.
- Support each child's growth through ongoing observation and assessment.
- Partner with families through conferences and communication.
- Help maintain a clean, organized classroom.
- Participate in staff meetings, trainings, and school events.
- Follow all health and safety guidelines and preschool policies.

Qualifications

- Degree in Elementary Education, Early Childhood Education, or related field preferred.
- Equivalent preschool classroom experience may be considered.
- Strong communication and relational skills.
- Experience working in a classroom environment.
- Ability to manage multiple responsibilities with flexibility.
- Willingness to be active indoors and outdoors throughout the day.
- Commitment to ongoing learning, including CPR, First Aid, and 16 hours of continuing education annually.

General Responsibilities & Expectations

- Has a teachable spirit and works well within a team environment.
- Demonstrates professionalism, flexibility, and reliability.
- Is aligned with and represents the vision, values, and policies of Hillcrest Covenant Church.

Work Environment

- Active preschool classroom environment requiring standing, walking, bending, reaching, and lifting.
- Moderate noise level typical of preschool settings.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required for this position. Duties, responsibilities, and activities may change at any time with or without notice.