

LAKE GROVE PRESBYTERIAN CHURCH POSITION DESCRIPTION

Title: Teacher, Noah's Ark Preschool

Reports To: Director of Noah's Ark Preschool.

Employment Classification: Part-time, Seasonal, Non-exempt

Approximate Time Required: 4.5 – 6.0 hours/day

Work Schedule: Classroom: weekdays 8:30 AM to 1:00 PM, on appointed days. Covenant Kids after-school program: weekdays, 12:30 to 2:30 PM, on appointed days. With supervisor approval, additional hours may be allowed and required for prepping materials, preparing the classroom environment, teacher meetings, and special events.

Purpose: Our mission is to create a loving Christian environment that emphasizes the developmental stages of the child. The activities provided are stimulating and age-appropriate, nurturing each child's spiritual, physical, mental, and social development.

Essential Functions

Duties include, but are not limited to:

- In a Godly manner, help support all areas of learning, interaction, and care.
- Provide a safe, loving environment for every child.
- Demonstrate proper knowledge of the developmental stages of preschool-aged children.
- Respect each child's individuality, learning style, and level of maturity.
- Encourage each child to seek their positive characteristics, gifts, and talents.
- Develop and maintain positive relationships and effective communications with parents and caregivers.
- Plan age-appropriate curriculum, objectives, and lesson plans and prepare classroom learning areas and activities with the teaching team.
- Record observations and document progress for classroom weekly reports and individual assessments and evaluations.
- Demonstrate proper knowledge of effective classroom management for preschool-aged children and implement techniques encouraging positive behavior and emotional and social development.

- Provide and participate with children in programming to engage them in art, music, creative play, role play, large and small motor skill development, and practical life skills.
- Plan and prepare daily gross motor activities in the Fellowship Hall (Gym).
- Plan and prepare outdoor play area activities daily.
- Plan and prepare HUB room activities on an as-needed basis.
- Be informed of and monitor special restrictions or limitations for all children, such as physical needs, food allergies, medical conditions, etc.
- Demonstrate proper knowledge of food preparation for daily snacks and lunches.
- Demonstrate proper knowledge of cleaning tables and the classroom during transition times and as needed.
- When sick or unable to come to class, report to the director promptly and secure an approved substitute.
- Other duties as assigned.

Professional and Personal Qualities

- Flexible team player with a high energy level and a positive attitude.
- Experience with and a love of working with young children.
- Ability to work independently and complete tasks with minimal supervision.
- Understanding child development across the following key domains: social and emotional, cognitive, physical, and language.
- Excellent communication skills, both verbal and written.
- Ability to problem solve and manage and prioritize multiple tasks.

Education, Experience, and Certifications

- An ideal candidate will have experience and education in teaching preschool-aged or kindergarten-aged children.
- Document demonstrated success in being on and leading a team.
- Apply to the Oregon Early Childhood Registry and pass the Oregon Central Background Check before the start date, preferably before the LGPC/Noah's Ark Preschool application process.
- Document current CPR and First Aid Certification and [Food Handler's Certification](#) within 30 days of the start date.
- Complete the following pieces of training within 30 days of starting: Recognizing and Reporting Child Abuse and Neglect (RRCAN) and Introduction To Childcare Health And Safety (ICCHS).

- Complete curriculum training in Handwriting Without Tears.
- Be responsible for taking 15 hours of training required by the state, including 8 hours in Child Development, within the program year.
- Demonstrate general computer literacy and proficient use of office equipment.

Physical Requirements

The conditions listed represent those that a team member must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the critical job descriptions.

- Environment: Classroom settings, outdoor play space, indoor play space, office work room.
- Physical: Sufficient physical ability to work in the above environments. Ability to arrange and organize classrooms and materials, get up and down the floor easily, stand and walk for long periods, climb and stand on ladders, and lift children aged five and under. Occasional lifting up to 50 pounds.
- Vision: See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents.
- Hearing: Hear in the normal audio range with or without correction.

Relationships: Collaborates with all Noah's Ark Preschool staff, Noah's Ark Preschool families, and Lake Grove Presbyterian Church staff.