



Teacher Job Description

Job Summary: Under administrative supervision and the direction of the Little Seekers Day School Supervisor, church staff, and session, the teacher is responsible to assist the development and implementation of the program of activities for their designated age group.

Teacher Requirements:

- Christian
 - Provide a written statement of faith that includes a testimony of faith in Jesus Christ as part of the staff application
 - Sign, as part of their employment contract, a covenant to teach and nurture (See attached)
 - Active member in good standing of an evangelical church
 - Required to submit a pastoral reference
- Job Skills
 - Excellent written and oral communication skills
 - Proven competency and experience in lesson planning
 - Demonstrated instructional skills that create a positive and effective learning environment
 - Ability to meet the needs of various learning styles and developmental ranges
 - Competent in general office technology such as copiers, printers, and basic computer skills.
- Previous Experience with Children
 - At least one year as an educator in a curriculum based program required OR at least three years in a childcare role required
 - Experience in a Christian-based program preferred
 - Associates degree in early childhood education preferred
 - CPR and First Aid Certifications required. Onsite training is available as needed
 - Experience with special needs children is a major bonus
- Essential Functions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties and responsibilities of the job.
 - Frequent standing, occasional sitting
 - Bending and stooping
 - Reaching with hands and arms
 - Walking and possibly running
 - Lifting children who need diaper changes (potentially up to 50lbs)

Teacher Primary Responsibilities:

- Follow policies and procedures for inside and outside the classroom
- Implement the behavior management plan
- Develop lessons and activities according to the curriculum
- Supervise children at all times
- Watch for signs of emotional or developmental problems in children and be prepared to discuss with Supervisor
- Keep records of the students' progress, routines, and interests, and keep parents informed about their child's development
- Delegate responsibilities to the teacher's aide in a respectful and efficient manner
- If teaching the Pre-K group, prepare children for kindergarten by introducing concepts they will explore further in kindergarten and elementary school
- In the event you need to be absent, find your own substitute from the approved sub list.
- Be flexible and willing to perform any other duties needed

Little Seekers Day School is a weekday ministry of
Hixson Presbyterian Church
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