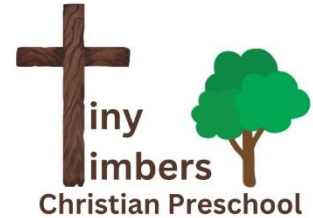


Tiny Timbers Christian Preschool



Teacher Job Description

Preschool/Pre-K Teacher

Tuesdays and Thursdays 8:30am-3:00pm

*class time is 9:00am-2:30pm

Pay is based on credentials and/or experience.

Tiny Timbers Christian Preschool is conducted by the West Green Tree Church of the Brethren as an expression of concern for the Christian Nurture of young children in the community, regardless of church affiliation.

The school year runs from September-May.

The teacher will educate and nurture children aged 3–5, creating a safe, engaging, and developmentally appropriate learning environment. Key responsibilities include planning lessons, fostering social skills, supervising play, monitoring developmental progress, and maintaining open communication with parents, staff, and the director. The teacher will ensure that the program operates in a positive, efficient, and effective manner.

The teacher must be a believer of the Christian faith, be actively attending a church of his/her denomination and have an actively committed prayer life and relationship with Jesus.

Tiny Timbers Christian Preschool does not provide health benefits or paid time off. If an absence is required, the teacher will contact the director as soon as possible so a replacement may be found.

Key Job Responsibilities

- **Instruction & Curriculum:** Implement weekly lesson plans that introduce basic academic skills through play and structured activities during circle time, centers, play time, and activity time. Adjust curriculum to the skill level of each child as they learn throughout the year. A copy of lesson plans will need approval from the director.
- **Safety & Supervision:** Provide constant supervision in the classroom and on the playground, ensuring compliance with health, safety, and sanitization standards. Check frequently that the equipment and toys are disinfected, cleaned, and in good repair.

- **Developmental Support:** Foster social, emotional, cognitive, and physical development by teaching skills such as sharing, cooperation, and conflict resolution.
- **Spiritual Development:** Include Christian values in lesson plans and activities. Teach Bible lessons and lead Bible songs. Pray with the children and teach them the love of Jesus. Help children to grow in their personal relationship with Jesus.
- **Classroom Management:** Maintain a clean, organized, and stimulating classroom environment. Create age-appropriate rules, expectations, and responsibilities and ensure follow through.
- **Parent Communication:** Track child progress, document milestones, and discuss behavioral updates with parents. Write one or two articles for the church newsletter. Use email, Class Dojo, letters/notes, and phone calls to communicate with families. Conduct parent-teacher conferences in January of each year. Send home progress reports every month to keep parents aware of their child's progress. Create monthly newsletters and monthly snack calendars.
- **Collaboration:** Work collaboratively with co-teachers and staff to maintain a cohesive environment.
- **Other Responsibilities:** Attend and prepare the students for a Christmas program and a celebration at the end of the year. Attend all school functions throughout the year including Meet the Teacher, Orientation, Gym night, Noah's Ark Parade, Open House, and the Art Show. Attend and prepare for 1 or 2 field trips a year. Take pictures daily and of special events to put in individual books for each student at the end of the year. Pictures should be posted each week on Class Dojo to share with parents.
- **Dress Code:** All staff must dress professionally and appropriately to work with young children. All staff must dress modestly. Two Tiny Timbers shirts will be provided.
- **First Aid:** Ensure the first aid bag and supplies are always near the children. Keep track of medical concerns and be aware of needs. Record any injuries or incidents that may have health problems. Fill out an injury form and have the parent of the child sign it.

*Responsibilities are not limited to those listed above. The teacher will follow guidance and instruction from the director and committee members.

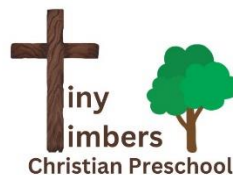
Required Skills & Qualifications

- **Education:** Associate's or Bachelor's degree in Early Childhood Education (ECE) or a related field. *Recommended but not required
- **Certifications:** CPR and First Aid. Must have up to date clearances. Clearances include PA Criminal History, PA Child Abuse, and FBI Fingerprint Record Check. Also required to obtain a mandated reporting certificate.
- **Experience:** Prior experience working with young children in a daycare or preschool setting is preferred.
- **Soft Skills:** Strong communication, creativity, patience, and a nurturing, professional demeanor. Requires constant movement and interaction.
- **Physical Demands:** The teacher will be required to walk frequently, maintain balance while walking, standing, crouching, or running. Required to talk and hear, verbally express information or instructions, required to pick up and move objects. Must be able to climb stairs and lift up to 50 pounds.

The teacher must love Jesus, love children, and be passionate about his/her role in the ministry of Tiny Timbers Christian Preschool.

Tiny Timbers Christian Preschool

"Teaching Children Through the Love of Jesus."



740 Greentree Road
Elizabethtown PA 17022

