



First Presbyterian Church
Bakersfield, California
Position Description

Position Title: Preschool Teacher - Little Ones Preschool

(rev. 8/1/16)

(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)

Basic Foundation:

To ensure that ministry goals are attained as established by the Discipleship Committee.

Nature and Scope of Responsibilities:

Under the direction of the Director of the Little Ones this person is responsible for providing a quality education in a safe, Christian environment that helps shape the spiritual, academic and social growth of all children in our care.

Primary Responsibilities:

1. Select age appropriate instructional materials
2. Prepare and teach learning plans and classroom activities
3. Meet academic goals and learning plans as agreed upon with Preschool Director
4. Supervise children in class and the playground
5. Attend mandatory staff meetings and training classes
6. Complete administrative duties such as daily attendance, records of children progress, etc.
7. Comply with state and local governing agency codes (i.e. social services and health departments) to include fire drills and safety rules
8. Communicate with parents, other teachers and the Preschool Director regarding child progress, issues and concerns.
9. Welcome visitors and parents and comply with all visitor rules
10. Plan and prepare lunch bunch lesson plans
11. Help children with bathroom duties
12. Prepare, deliver and pick up the snack trays for the classrooms as needed
13. Clean the kitchen and dishes as needed
14. Organize and keep clean all storage closets, rooms, shelves, classrooms and any other area used by the preschool staff
15. Other duties as assigned by the Preschool Director or a member of management

Qualifications/Skills:

1. Demonstrate excellent interpersonal and communication skills with children, staff, parents and other staff members
2. Thorough understanding of curriculum development and programming.
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4. General knowledge of nutrition, health and first aid
5. Has planning and evaluation skills for children
6. Thorough understanding of child growth and development.
7. Thorough understanding of curriculum development and programming.
8. Ability to lead, train, and supervise staff members
9. Excellent problem-solving skills, organized and detail oriented
10. General knowledge of nutrition, health, and first aid



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Requirements:

1. First Aid and CPR certified
2. Must pass a background and TB test
3. Personal faith in Jesus Christ and growing relationship with Him
4. College degree or equivalent educational experience in Early Childhood Development
5. Experience working with preschool children in a classroom environment
6. At least 1 year of experience as a teacher in an early childhood program (preschool)
7. Can meet the physical requirements of the position as outlined (attached)
8. Four written references (2 personal and 2 professional)

Other:

This position occasionally requires attendance at evening or weekend preschool or church events in addition to the Monday through Friday operations of Little Ones Preschool.