

FIRST BAPTIST CHURCH OF WEST PALM BEACH, FL
PALM BEACH CHRISTIAN ACADEMY

Job Description

Job title: Preschool Teacher
Reports to: Director
Supervises: Students

OVERVIEW

The Preschool Teacher shall help students learn age appropriate attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians. The Preschool Teacher ensures that all students are supervised in a safe, nurturing, Christian environment.

Academic excellence requires that the Preschool Teacher teach basic social skills and a foundation in early learning in personal hygiene Bible, music, art, science, and literature age appropriate for children from 6 weeks- 4 years old and promote physical, mental, and social development. All teaching must utilize a Biblical worldview.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Preschool Teacher shall but not be limited to:

1. Teach basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
2. Establish and enforce rules for behavior, and policies and procedures to maintain order among students.
3. Observe and evaluate children's performance, behavior, social development, and physical health.
4. Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests.
5. Integrate Biblical principles as appropriate.
6. Read books to entire classes or to small groups.
7. Demonstrate activities to children.
8. Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

9. Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.
10. Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
11. Prepare children for next age group by encouraging them to explore learning opportunities and to persevere with challenging tasks.
12. Prepare and implement lesson plans following age appropriate curriculum.
13. Meet with parents and guardians to discuss their children's progress, and to determine their priorities for their children and their resource needs.
14. Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling.
15. Maintain basic cleanliness of classroom and lunch room.
16. Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage.
17. Identify children showing signs of emotional, developmental, or health-related problems, and discuss them with supervisors, parents or guardians, and child development specialists.
18. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
19. Maintain accurate and complete student records, and prepare reports on children and activities, as required by laws and administrative regulations.
20. Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate creative play, learning and motor-skill activities, and safety.
21. Collaborate with other teachers and administrators in the development, evaluation, and revision of programs and curriculum.
22. Administer assessments to evaluate children's progress.
23. Meet with administration to discuss individual students' needs and progress.
24. Organize and label materials and display children's work in a manner appropriate for their sizes and perceptual skills.

25. Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
26. Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
27. Plan lesson plans for substitutes to follow in your absence.
28. Prepare for assigned classes, and show written evidence of preparation upon request of immediate supervisors.
29. Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
30. Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.
31. Perform administrative duties such as assisting in school libraries, and hall and cafeteria monitoring.
32. Attend staff meetings, and serve on committees as required.
33. Request, store, issue, and inventory classroom equipment, materials, and supplies.
34. Perform duties that may include bending and lifting 30 pounds.
35. Keep up to date with and follow policies and procedures as set forth by the Palm Beach County Health Department.
36. Follow policies and procedures as set forth by First Baptist Church and Palm Beach Christian Academy.