



## JOB DESCRIPTION

**TITLE:** PRESCHOOL TEACHER  
**REPORTS TO:** PRESCHOOL DIRECTOR  
**TRAVEL:** NONE  
**SUPERVISES:** NONE  
**FLSA STATUS:** NON-EXEMPT

**About the Position:** The Preschool Teacher reports to the Preschool Director and has as his/her primary function teaching a class of preschool age students, including providing Christ-centered instruction and care, planning lessons, maintaining the classroom environment, and interacting with parents and other employees. As with all positions at Friends Christian School, the Preschool Teacher position is a ministry. As such, the Preschool Teacher must be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him.

### MINIMUM QUALIFICATIONS:

#### All Employees:

All employees of Friends Christian School (FCS) must meet the following criteria:

- Must be a born again, consecrated Christian, dedicated to the purpose, goals and mission of FCS.
- Required to be in weekly attendance at a Bible-teaching church of his/her choice. FCS, as a ministry of Friends Church Yorba Linda and Rose Drive Friends Church, expects its employees to refrain from promoting their own church or denomination.
- Expected to have a thorough knowledge and understanding of the philosophy and objectives of FCS and must be in agreement with the Statement of Faith adopted by the School Board.
- Required to be physically, mentally and occupationally capable of performing all assigned tasks.

#### Preschool Teacher:

##### Education and Certification(s):

- High School graduate or equivalent.
- Completion of at least six (6) units of Early Childhood Education or Child Development and working towards a minimum of 12 Early Childhood Education or Child Development college units.
- ECE Certificate or Children's Center Certificate. Without either certificate, candidates may be hired on a provisional basis with successful completion of at least two (2) units per semester or quarter until the certification is obtained. The required units must include Child Growth and Development; Child/Family/Community or Child and Family; and Program/Curriculum.
- Current EMS First Aid/ Pediatric CPR training.

##### Experience:

- One (1) year experience working with children in a preschool or day care setting.

## **RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

- Provide a loving, nurturing, developmentally appropriate and Christ-centered enriched classroom setting that allows students to progress according to their age and ability.
- Maintain a clean and sanitary environment, including performing sanitizing procedures on toys and equipment as assigned.
- Change classroom bulletin boards on a monthly basis by the second school day of each month.
- Set up, organize, and clean up classroom(s) on a daily basis.
- Prepare and submit a comprehensive Christian worldview lesson plan to the Preschool Director or Assistant Director on a monthly basis; incorporate Expected Student Outcomes in the lesson plans.
- Prepare students' daily work.
- Maintain current student portfolios.
- Keep parents informed of student progress; email weekly and monthly newsletters to parents on a regular and timely basis assigned by the school.
- Attend and participate in regular Section/Age level meetings.
- Work with Section/Age level coworkers to review and update curriculum and course outlines.
- Attend and participate in scheduled staff devotions, staff meetings, and school system meetings.
- Attend school events and training as assigned.
- Prepare and present at least one Chapel message per school year.

## **ABILITY TO:**

- Complete a background check including fingerprinting and applicable medical screening, including a TB test and drug screen, if applicable.
- Communicate effectively with employees, parents, students, and the general public verbally (in person and via phone) in a professional manner.
- Provide safe and loving supervision of students in a preschool setting.
- Maintain a safe, organized, and loving environment for students.
- Maintain confidential information with discretion and judgment.
- Organize work and complete work and projects in a timely and professional manner, following established policy and procedures.
- Make effective, sound decisions in a timely manner and within the scope of authority delegated to the position/role.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Be proficient on standard office software applications used in daily, weekly, or ongoing school business.
- Learn and use new software applications as needed.

## **ENVIRONMENT/PHYSICAL REQUIREMENTS:**

- This position is in an office/school setting; employees must be able to see, hear, and speak; sit, squat, walk, stand, carry, lift (up to 20 pounds frequently and up to 50 pounds occasionally), reach, stoop, bend, and climb stairs.