



JOB DESCRIPTION

TITLE: PRESCHOOL TEACHER
REPORTS TO: PRESCHOOL DIRECTOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: The Preschool Teacher has the primary responsibility for teaching a class of preschool students, which includes planning lessons, maintaining the classroom environment, and providing overall Christ-centered instruction and care. The Preschool Teacher is 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:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are 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.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Preschool Teacher:

- Must be at least 18 years of age and a high school graduate or equivalent.
- Must have completed a minimum of 12 Early Childhood Education units with passing grades, as required by the State of California Title 22.
- Must have one (1) year experience working with children in a preschool or day care setting.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Provide a safe, 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, which includes sanitizing procedures on toys and equipment as assigned.
- Prepare and submit a comprehensive Christian worldview lesson plan to the Preschool Director on a monthly basis; incorporate Expected Student Outcomes into the lesson plans.
- Change classroom bulletin boards on a monthly basis.
- Set up, organize, and clean classroom(s) on a daily basis.
- Prepare students work on a daily basis.
- 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.
- Clock in and out of work duties on daily basis through ADP.
- Perform other duties as necessary.

ABILITY TO:

- Communicate professionally and effectively in verbal and written form.
- Make sound decisions, within the position's delegated scope of authority.
- Maintain confidential information with discretion and good judgment.
- Organize and complete work in a timely and professional manner.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with Apple devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Adhere to FCS policies and procedures.

ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is in a preschool setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, type, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan, Health Screening Report, and provide proof of all mandatory vaccinations, as required by the State of California.
- Must maintain federal, state and local certification requirements as necessary, including 16 hours of EMS Health and Safety training.



JOB DESCRIPTION

TITLE: EXTENDED CARE
REPORTS TO: PRESCHOOL DIRECTOR
FLSA STATUS: NON-EXEMPT

ABOUT THE POSITION: Extended Care works under the direction of the Preschool Director. The primary responsibility is to supervise preschool students before and/or after school. Extended Care is committed to their work as a God-given ministry, with the motivation to please God and bring honor to Him.

MINIMUM QUALIFICATIONS:

All Employees:

- Must be a born again Christian dedicated to the purpose, goals, and mission of FCS.
- Are 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.
- Are expected to have a knowledge and understanding of the philosophy and objectives of FCS and be in agreement with the Statement of Faith adopted by the School Board.

Extended Care:

- Must be at least 18 years of age and a high school graduate or equivalent.
- Must have a minimum of 12 completed Early Childhood Education units with passing grades, as required by the State of California Title 22.

RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Oversee the transition of preschool students to and/or from school.
- Perform a student head count when transitioning to and/or from school.
- Ensure the parent sign-in/out procedure runs smoothly and accurately.
- Provide proper supervision of preschool students at all times.
- Prepare activities and materials needed on a daily basis.
- Maintain a clean and sanitary environment, which includes sanitizing procedures on toys and equipment as assigned.
- Assist students in the bathroom as needed.
- Ensure extended care outside doors remain closed and locked.
- Maintain positive relationships with students, parents, and school staff.
- Attend staff meetings and devotions as scheduled.
- Clock in and out of work duties on a daily basis through ADP.

ABILITY TO:

- Provide safe and loving supervision of students in a preschool setting.
- Maintain a safe, organized, and loving environment for students.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in an extended care environment.
- Develop positive and effective working relationships with other staff members.
- Adhere to FCS policies and procedures.

ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is in a preschool setting; must be able to sit, walk, stand for extended periods of time, carry, lift (up to 20 pounds), reach, stoop, read, write, and climb stairs.

SPECIAL REQUIREMENTS:

- Must be a U.S. Citizen or have the legal right to work in the United States.
- Must successfully complete a Livescan, Health Screening Report, and provide proof of all mandatory vaccinations, as required by the State of California.
- Must maintain federal, state and local certification requirements as necessary, including 16 hours of EMS Health and Safety training.