



JOB DESCRIPTION

Position: Toddler Teacher

Reports to: Preschool Director

Position Status: Full-time, Non-Exempt

Department: Rock Academy Preschool

Effective: April 2012

Replaces: All previous

Posting Number: RA-02-12

Posting Date: May 4, 2012

1st Closing Date: May 11, 2012

Position Summary:

The Toddler Teacher strives daily to bring the love of Christ through nurture and strong parent relationships. The Toddler Teacher also works diligently to model classic moral training for young toddler students, consistently giving them the educational, spiritual, emotional and physical tools needed to grow in the knowledge of Christ. The Toddler Teacher reports directly to the Preschool Director.

Job Responsibilities and Duties:

1. Be able to effectively write and teach a weekly Lesson Plan with age appropriate activities for the age group served. Lesson Plans must be posted in the classroom at all times, and are submitted monthly to the Preschool Director.
2. Ability to supervise and work with each age group, from birth to 6 years if needed.
3. Participate in regularly scheduled Academy Staff meetings, trainings, on or off-site or other spiritual and educational programs required by the Academy administrators.
4. Be punctual for the start of your shift, ready and prepared to begin your day.
5. Exhibit an attitude that represents Jesus.
6. Ensure all supplies are stocked and available on a daily basis.
7. Must maintain license mandated child to teacher ratios at all times.
8. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.

Job Skills and Requirements:

1. Must have 3 units in each of the following Child Development courses: Family Child & Community, Principals of Child Development, and Infant/Toddler; units in Child Development Administration, Curriculum Planning and Child Development-Supervision are preferred.
2. If 12 units are not completed, 9 units may be completed while enrolled in 3 of the above courses.
3. Knowledge in regards to requirements of Title 22 Chapter 12, of Community Care Licensing.
4. Current Pediatric CPR and First Aid Certification preferred.
5. Dress appropriately in Preschool staff uniform.
6. Contact Rock Academy Preschool Director and/or Preschool Assistant Director if an absence or tardy arrival is anticipated. A message may be left, but continue to call back until an Administrator is reached in person.
7. Experience in conflict resolution.
8. Ability to recognize and maintain confidentiality as appropriate.
9. Good verbal and written communication skills.
10. Good organizational skills.

11. Self-motivated and flexible.
12. Ability to think promptly and professionally.
13. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Basic typing skills (45 wpm).

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a background check or LiveScan.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Bible believing Christian church, to be reviewed by administration
6. Attendance at all mandatory meetings (and events, as needed).
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy employee handbook.

Physical Requirements:

Physically be able to perform all duties required in a preschool setting, including being able to lift weight up to 25 lbs.

Employment At-Will:

All employees of the Rock Academy are at-will, and as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.