



### JOB DESCRIPTION

Position: **Infant Teacher**

Reports to: **Preschool Director**

Position Status: **Full-time, Non-Exempt**

DEPARTMENT: **Rock Academy Preschool**

EFFECTIVE: **2011-09-29**

REPLACES: **All previous**

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Posting Number: **RA-12-11/RC-37-11**

Posting Date: **October 4<sup>th</sup>, 2011**

1<sup>st</sup> Closing Date: **October 10<sup>th</sup>, 2011**

### Position Summary:

The Infant Teacher strives daily to bring the love of Christ through nurture and strong parent relationships. The Infant 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 Infant Teacher reports directly to the Preschool Director.

### Job Responsibilities and Duties:

1. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
2. 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 director.
3. Be able to supervise and work with each age group, from birth to 6 years if needed.
4. Attend all meetings required of the preschool staff.
5. Participate in regularly scheduled trainings, on or off-site.
6. Participate in the Rock devotional readings or other spiritual and educational aides required by the Rock administrators.
7. Be on time at the start of your shift, ready and prepared to begin your day.
8. Exhibit an attitude that represents Jesus.
9. Be sure that all areas you work in have supplies and are restocked as needed.
10. Must maintain licensing mandated child to teacher ratios at all times.
11. Be on time to all meetings and school scheduled events.

### 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.
3. Know what is required in regards to 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. Call 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. Ability to recognize and maintain confidentiality as appropriate.

8. Good verbal and written communication skills. Legible writing skills.
9. Good organizational skills.
10. Self-motivated and flexible.
11. Ability to think promptly and professionally.
12. Experience in conflict resolution.
13. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage.
14. Basic typing (30 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 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.
9. Complete the Rock A.R.M.Y. DVD series and write a brief report to be submitted to administration.
10. Adheres to **S.E.R.V.A.N.T.** values which are the following; Submitted to Christ, Excellence as a Standard, Results are essential, Value and Love People, Attitudes that Inspire, Nurtures Personal Growth, Team Player, Stewardship that Maximizes.

**Physical Requirements:**

Physically be able to perform all duties required in a preschool setting, including being able to lift weight up to 60 lbs.

**Employment At-Will:**

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate and 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. Only the Head Pastor/Principal of The Rock Academy has the authority to make any such agreement and then only in writing.