



**JOB DESCRIPTION**

**Position:** Preschool Teacher (3 Year Olds)

**Reports to:** Preschool Director

**Position Status:** Full-time, Hourly

**Department:** Rock Academy Preschool

**Effective:** August 2012

**Replaces:** All previous

**Posting Number:** RA-15-12

**Posting Date:** August 23, 2012

**First Closing Date:** August 30, 2012

**Position Summary:**

The Preschool Teacher strives daily to bring the Living Word to students who do not, as of yet, have a personal relationship with Christ. The Preschool Teacher also works diligently to equip students who are saved, giving them the educational, spiritual, emotional and physical tools needed to become Christian leaders. Incumbent reports directly to the Preschool Director.

**Job Responsibilities and Duties:**

1. Writes and teaches 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. Supervises and works with each age group, from birth to 6 years if needed.
3. Participates in regularly scheduled Academy Staff meetings, trainings, on or off-site or any spiritual and educational programs required by the Academy administrators.
4. Exhibits an attitude that represents Jesus.
5. Ensures all supplies are stocked and available on a daily basis.
6. Maintains license mandated child to teacher ratios at all times.
7. Keeps classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

**Job Skills and Requirements:**

1. Must have a minimum of 12 units of Child Development; 6 of the 12 units **must** be in the following Child Development courses: Principles of Child Development and Child, Family and Community. The remaining 6 units can be in any Curriculum classes, Program Planning, Infant/Toddler, or Child Development-Supervision.
2. If 12 units are not completed, 9 units may be completed while enrolled in 3.
3. Knowledge in regards to requirements of Title 22 Division 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 Live Scan and references.
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, 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. Only the Head Pastor/Principal of the Rock Academy has the authority to make any such agreement and then only in writing.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me; I will speak with my immediate supervisor.***

\_\_\_\_\_  
Incumbent's Signature

\_\_\_\_\_  
Date