



### JOB DESCRIPTION

**Position:** Preschool Teacher  
(18months - 5yrs)

**Reports to:** Preschool Director

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

**Department:** Rock Academy Preschool

**Effective:** December 2012

**Replaces:** All previous

**Posting Number:** RA-19-12

**Posting Date:** 12/06/12

**1<sup>st</sup> Closing Date:** 12/13/12

### Position Summary:

The Preschool Teacher is responsible for educating and equipping students to give them the academic, spiritual, emotional and physical tools needed to become Christian leaders. This position strives daily to bring the Living Word to students, some of whom do not, as of yet, have a personal relationship with Christ. Incumbent works under the direct supervision of the Rock Academy Preschool Director.

### Job Responsibilities and Duties:

1. Effectively writes and teaches a weekly Lesson Plan with age appropriate activities for the age group served.
  - a. 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 as needed.
3. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
4. Ensures work area has the proper supplies and restocks as needed.
5. Maintains licensing mandated child to teacher ratios at all times.

### Job Skills and Requirements:

1. Must have 3 units in each of the following Child Development courses: Family Child and Community, Principals of Child Development. Units in Child Development Administration, Infant/Toddler, Curriculum Planning and Child Development-Supervision are preferred. If 12 units are not completed, 9 units may be completed while enrolled in 3.
2. Understands requirements of Title 22 Chapter 12 of Community Care Licensing.
3. Current Pediatric CPR and First Aid Certification preferred.
4. Strong oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
5. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint).
6. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
7. Experience in conflict resolution with the ability to identify and resolve problems promptly.
8. Ability to recognize and maintain confidentiality as appropriate.
9. Self-motivated and flexible with strong organizational skills.

**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 both a LiveScan and reference check.
4. Regular attendee of a Bible believing Christian church, to be reviewed by Administration.
5. Attendance at all mandatory meetings (and events, as needed).
6. Signed acknowledgement of the Rock Church Statement of Faith.
7. Adheres to policies and procedures as stated in the Rock Academy Staff Handbook.
8. Pleasant and professional personality and appearance. Staff should set a good, modest example to students by dressing in Preschool uniform.
9. Notifies 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.

**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 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.