

Inspirations Preschool Center Job Description

Preschool Teacher

Inspirations is a non-profit religious organization and, as such, sets forth appropriate qualifications and requirements related to its specific religious beliefs. Teachers plan and teach a preschool class that results in religious and academic growth. The teacher conducts child assessments and parent conferences as needed or a minimum of once per year. He/she follows safety, health, and personnel policies as stated in Title 22, SB 198, Inspirations Preschool Center's Staff Policy and Procedures Handbook, and the Parent Handbook.

Reports To: Preschool Director

Supervisory Responsibilities: teacher's aides and children

Education and Qualifying Experience, Skills, Licenses, Credentials

- Minimum of three (3) years teaching experience
- 12 or more ECE or CD units
- A Child Development Teacher's Permit or willingness to obtain one within 1 year.
- CA preschool approved CPR and First aid or willingness to obtain within 30 days of hire.
- High School Graduate
- Have received Jesus Christ as Savior and Lord.
- Be a member of a Christian Church
- Maintains a valid California driver's license

Duties and Responsibilities:

The teacher is required to:

- Work cooperatively with the teachers assigned to your classroom.
- Attend monthly staff meetings and all school functions.
- Plan weekly lesson plans and gather supplies as needed. If items need to be purchased, let the director know ahead of time.
- Follow schedule of times set up by the director.
- Follow school's curriculum calendar. (If applicable.)
- Work and communicate with parents to promote understanding of the growth and development of their child.
- Keep director informed of all staff, student and parent situations.
- Provides on-site supervision of preschool and staff when director is off campus.
- Maintain a clean, healthy, safe and orderly classroom and school. Notify the office in writing of equipment needing repair and any other safety concerns.
- Supervise all activities to ensure proper safety, cleanliness, and development to the children.
- Continuous professional development.
- Motivates students and establishes a climate of love and care that defines responsible Christian behavior for students following the school's guidelines and policies.
- Know the lesson for the day and set up the classroom.
- Diaper those in diapers, help those being toilet trained, and change clothes of those having accidents.
- File art work and notes to parents in child's paper file.
- Be aware of the individual needs of the children as observed and communicated by parents, or director.
- Be responsible to set up and clean up meal table.
- Sanitize table after each snack, meal or use.
- Help with the general upkeep of the play yard, cleaning sensory area, keeping sidewalks clear, swept free of dirt and debris, hosing them down to remove chalk, paint etc.
- Maintain a clean, healthy, safe and orderly classroom and school. Notify the office, in writing, of equipment needing repair and any other safety concerns.
- Assist in the inventory of supplies as directed.
- Assist in supervision of all activities to ensure proper safety, cleanliness, and development of the children.
- Set up and cleanup of outdoor play areas.
- Continuous professional development.
- Other duties assigned.

This job description does not state all of the duties and responsibilities that are to be performed. This position will be required to follow the instructions and perform the duties that are required by the director.