

St. Peter's by the Sea Presbyterian Church

Position Title: TEACHER, PRE-SCHOOL

Purpose of Ministry: The Pre-School provides a Christian-based educational and nurturing center for the surrounding communities for pre-school aged children.

Accountable to: Director of the Pre-School

JOB SUMMARY:

The Pre-School Teacher is responsible for the children, classroom instruction and activities at the Pre-School at St. Peter's by the Sea Presbyterian Church. The Pre-School operates from 9:00 am to 3:00 pm on all school, holiday or vacation days as provided on the Pre-School calendar, including the extended lunch bunch program. Work schedules are as agreed with the Director for the Pre-School.

The Teacher will: work in harmony with the rest of the Pre-School team, under the direction and supervision of the Director of the Pre-School. Demonstrate Christian values and attitudes when working with students, parents, fellow staff and volunteers. Follow corporate procedures and policies regarding employment as provided in the employee handbook.

ESSENTIAL JOB FUNCTIONS:

Classroom

- Supervise and insure the safety and well-being of children at all times, being alert for the needs and problems of the group and individuals.
- Plan curriculum in detail for assigned class.
- Implement daily program (with aide/assistant teacher where applicable).
- Decorate classroom with visual interest, including children's artwork and instructional items.
- Prepare snack for the children and sit with them while they eat.
- Keep classroom and storage areas neat and orderly.
- Monitor restrooms.
- Supervise playground time.

Connection with Children and Families

- Assure an obvious Christian witness through the use of appropriate visuals and symbols in classrooms, information sent home about chapel lessons, and worship opportunities offered by St. Peter's by the Sea Presbyterian Church.
- Conduct individual parent conferences.
- Keep parents informed and up-to-date on Pre-School policies, procedures and activities through newsletters, emails, and notes posted at Pre-School as directed.

Administration and Regulatory Policies

- Be familiar with all Pre-School policies.
- Keep Director informed of program and supply needs.
- Report to Director any special needs of individual children or families.
- Promptly report to Director any cases of suspected abuse or neglect.

- Attend regular staff meetings and special school events.
- Promote and maintain positive working relationship with the Parent Board.

Community Connection and Fundraising

- Positively promote St. Peter's by the Sea Pre-School in the broader community.
- Positively promote any Pre-School fundraiser events.

PHYSICAL DEMANDS:

- Frequently get up and down from floor or chair to assist children.
- Kneel to child level.
- Move quickly to assist child in emergency.
- Stand and move to different levels in the outside play area for 45 minutes while watching children at play.
- Lift infants/toddlers/preschoolers up to 40 pounds.
- Change clothing as needed due to bowel movement, urine and/or vomit.
- Access supplies and curriculum materials from high and low cupboards and shelves.
- Physically restrain an out-of-control child.

QUALIFICATIONS:

- AA or higher with 24 early childhood education units. Lead teacher permit preferred.
- Must meet all Community Care Licensing requirements; including TB tests and fingerprinting.
- Two years of teaching experience in early education programs preferred.
- Have an open outlook and a positive mental approach to each day, the children and school.
- Be a team member of the church staff.

WORK HOURS/TERMS OF EMPLOYMENT:

- Full time position 8:00am-3:00pm, Monday-Friday
- Additional time requirements include, but not limited to: Back-to-School Night, Open House, other community outreach activities (e.g., Muffins & Mozart, Peter & the Wolf, Lunada Bay Concert in the Park)
- Student School Year follows the Palos Verdes Unified School District calendar.
- St. Peter's by the Sea Presbyterian Church is an At Will employer.
- Position is full time, non-exempt.