

Job Description for Classroom Teacher

General Qualifications:

The teacher should be a Christian, preferably a Baptist, and attending church regularly. A basic love for children and a commitment to teaching are essential. Teachers must have two or more years' experience working with children. The lead teacher must have, or be working toward an Early Childhood Development Career Studies Certificate or higher.

Principal Function:

To assist the director in the ongoing activities of the program and serve as a teacher in keeping with polices established by the church and preschool committee.

Philosophy:

Talbot Park Baptist Church offers Preschool as an outreach ministry to the people of this church and surrounding communities. We operate to provide a loving, caring, Christian environment for the "whole child" to develop. This includes a positive self-image, self-confidence, and a concentration on social, physical, emotional, spiritual, and intellectual areas. We believe that by allowing the child the freedom to choose activities, explore and discover the world around him, and to learn to share and take his turn, a child develops readiness for other school and life experiences. We also believe that the quality of these early experiences will greatly influence a child's potential.

Staff Relationship:

- The teacher is responsible to the Director of the weekday preschool program.
- Form and maintain a caring, loving, nurturing, structured, and understanding relationship with each child as an individual.
- Maintain open and professional communication with parents.
- Maintain a cheerful and professional relationship with assistant and other staff.
 - In the event that there is a conflict in a staff relationship, it is to be confronted between parties at an appropriate time before or after school. If the conflict cannot be resolved amongst you, mediation should be scheduled with said parties, the Director and at least one member of the Preschool Committee. We want to maintain a healthy environment for staff and children.

Responsibilities:

1. To maintain a Christian environment and provide activities which will promote children's physical, emotional, mental, social, and spiritual growth.
2. To work according to the schedule outlined by the Director and to maintain prompt hours.
3. To plan, supervise, and implement a daily teaching program in accordance with the philosophy and policies of the weekday program.
4. To monitor the progress of each child's growth and development, to place the information in the child's personal file monthly, and in between as needed. To share this progress with the child's guardian (if going to kindergarten) in an evaluation in the spring.
5. To give each child the attention needed to assure his best welfare (includes needs related to learning experiences, eating, toileting, playing, working ,healthcare, and safety). Remember not all children are on the same developmental level. Some activities may need to be modified for individual children.
6. To attend at least two classes, workshops, or other training sessions approved by the director for personal growth adding up to eight hours each year.
7. To work with maintenance and cleaning personnel to assure a clean and orderly room each day. Rooms should remain clutter free for a welcoming environment.
8. To work in cooperation with the Director, to plan with other teachers using the same room to assure maximum benefit of the facilities.
9. To attend all parent and staff meetings on time and prepared.
10. To inform the Director of needed supplies, repairs, and materials as far in advance as possible.
11. To turn in all lesson plans and newsletters complete and on time.
12. To communicate to and provide assistant with any additional responsibilities.

10 Commandments for Working Together

1. **SPEAK TO EACH OTHER-** There is nothing as nice as a cheerful word.
2. **SMILE AT EACH OTHER-** It takes 72 muscles to frown, but only 14 to smile.
3. **CALL EACH OTHER BY NAME-** It is respectful.
4. **BE POSITIVE, DON'T COMPLAIN-** Things can't always be perfect or the way we want them to be.
5. **BE CORDIAL-** Speak and act as if everything you say and do were a real pleasure.
6. **BE GENUINELY INTERESTED IN EACH OTHER-**There is something to like about everyone. Look for the positive, overlook the negative.
7. **BE GENEROUS WITH PRAISE; CAUTIOUS WITH CRITICISM**
8. **BE CONSIDERATE OF OTHER'S FEELINGS-** It will be appreciated.
9. **BE THOUGHTFUL-** Listen to the opinions of others.
10. **BE ALERT TO GIVE SERVICE-** If you see something that needs to be done, do it. What counts most in life is what we do for others.

Job Description for Assistant Teacher

General Qualifications:

The assistant teacher should be a Christian, preferably a Baptist, and attend church regularly. Teacher assistant must have at least one year experience working with children. It is desirable that the assistant teacher have at least some experience/education in teaching. A high-school diploma is a minimum qualification for this job.

Principal Function:

To assist the Director and teacher, in providing appropriate learning experiences for the children.

Philosophy:

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Staff Relationships:

- The assistant teacher is responsible to the director of the weekday preschool program.
- Form and maintain a caring, loving, nurturing, structured, and understanding relationship with each child as an individual.
- Maintain open and professional communication with lead teacher (teacher is responsible for communication with parents).
- Maintain a cheerful and professional relationship with lead teacher and other staff.
 - In the event that there is a conflict in a staff relationship, it is to be confronted between parties at an appropriate time before or after school. If the conflict cannot be resolved amongst you, mediation should be scheduled with said parties, the Director and at least one member of the Preschool Committee. We want to maintain a healthy environment for staff and children.

Responsibilities:

1. To confer with the teacher about definite responsibilities and schedules.
2. To become acquainted with all children, aware of their needs, and knowledgeable of their family backgrounds and home environments.
3. To cooperate in maintaining a happy atmosphere in which a child may come to know his freedom and limitations.

4. To treat each child consistently and kindly in patterns established by the teacher.
5. To seek to be a helper figure, not a mother image for children.
6. To be consistently mindful of the goals of the weekday preschool and work for daily realization of these goals.
7. To attend all parent and staff meetings on time and prepared.
8. To help with general housekeeping tasks. (Sweep entire room every day, not just around the tables. If there is a sticky or wet mess you are responsible for cleaning it up, not the custodial staff.)
9. To become acquainted with and abide by all policies of the weekday preschool.
10. To make careful observations and written notations of significant behavior of children for whom you are responsible, and to share with the teacher. (written notations should be placed promptly in the child's information folder)
11. To assist in the planning process for each unit of study, and to carry out any responsibilities assigned.
12. To take advantage of in-service training, workshops, and other educational opportunities approved by the Director, adding up to at least eight hours per year, for professional growth.