



## **Specials Enrichment Teacher- 12 months-Pre K Job Description**

### **Mission**

We provide a faith-based education in a safe, family-like environment. By encouraging curiosity, exploration, and learning we seek to nurture each child's head, hands and heart. We work cooperatively with parents to understand the uniqueness of each child, and provide a structured environment adapted to the needs of the individual.

### **Classroom Management (under the supervision of the Executive Director)**

- Provide active, fully engaged supervision of the children
- Understand classroom management and early learning teaching methods
- Maintain a safe, orderly and supportive classroom by modeling expected behavior and standards and promoting positive interactions
- Establish and maintain age appropriate behavior management strategies.
- Provide direction support to fellow staff members assisting in the Specials Enrichment classroom.
- Ensure that the classroom follows all relevant regulations and standards

### **Lesson Planning and Curriculum Development (under the supervision of the Director of Curriculum and Finance)**

- Create, plan and lead our curriculum based specials enrichment program including: Music and Creative Movement classes for our Toddler, 2s, 3s and Pre K classes weekly, Science and Art for our 2s, 3s and Pre K classes, weekly chapel program and library time for all ages.
- Plan and provide developmentally appropriate activities and experiences around music, science, art and movement
- Differentiate lessons when needed to give all students access to the curriculum regardless of ability, instructional level, English proficiency or level of interest in the subject.
- Create daily, weekly and monthly lesson plans and learning activities for students based on the Creative Curriculum and Teaching Strategies Objectives of Learning and Development
- Deliver high-quality, engaging instruction in the form of discussion, direct teaching, hands-on learning, demonstrations and independent practice using a variety of methods.
- Prepare and turn in weekly lesson plans to Director of Curriculum and Finance. Ensure lesson plans are in adherence to the preschool curriculum and follow the Specials Enrichment Curriculum Map
- Ensure lesson plans are developmentally appropriate.
- Work with age level Lead Teachers to ensure curriculum goals are met and assist with assessment goals for gross motor development and other relevant issues.
- Provide a developmentally appropriate classroom environment that reflects children's learning and growth.

### **Preschool Events**

- Plan and lead Thanksgiving Feast music program, Christmas Program, 3's Spring Sing Music Program and Pre K Graduation music program.
- Attend Parents Night and Pre K Graduation

## Parent Communication

- Host Open House of Specials Enrichment classroom during Meet the Teacher and Parents Night
- Send out monthly newsletter to families by the 1<sup>st</sup> of each month and copy the Director of Curriculum and Finance and Executive Director. Please post on preschool rotunda bulletin board by the 1<sup>st</sup> of the month.
- Maintain Specials Enrichment bulletin board and update monthly.
- Display class schedule and weekly lesson plans on Specials Enrichment classroom door.

## Staff Responsibilities

- Work hours: 8:30 am- 1:15 pm, Monday through Friday. This is a 9 month position from August through May with the possibility of five weeks of summer camp.
- Participate in bimonthly staff meetings and scheduled teacher workdays.
- Maintain CPR and First Aid qualifications, complete Darkness to Light training and complete 24 hours of professional development courses annually.
- Abide by all rules as stated in the TPC Staff Handbook, the TPP Staff Handbook and the NAEYC Code of Ethics.
- Respect the confidentiality of information
- Assist with playground duty.
- Participate in morning and afternoon carpool as assigned. Help AA with setting up carpool cones and signs each morning.
- Order supplies as needed for the classroom through the Administrative Assistant.
- Instill a love of learning in each child.
- Help maintain a clean and safe environment for the children in your classroom. Follow preschool wide cleaning procedures.
- Prepare classroom every Friday afternoon (and as needed) for Sunday morning church activities.
- Follow preschool procedures for absences
  - Notify the Director of Curriculum and Finance of your absence prior to 7am, preferably the day before.
  - Notify assistant teacher and provide her with appropriate plans for each day the lead teacher is absent.
  - Written requests for personal leave in excess of paid annual leave must be approved in advance by the Director of Curriculum and Finance, (see contract for number of annual leave days)
  - Teachers should not be absent from school except for excused absences after Spring Break. All PTO should be taken before Spring Break to be approved.
- In case of accident/injury to child:
  - Notify the Executive Director
  - The Executive Director will determine treatment
  - The Executive Director will notify parent of accident and follow up with phone call the same day if needed.
  - Complete all forms and ensure a copy is signed by the Executive Director and parent. This form should not leave the school and must be kept in a file in the Administrative office. A copy should be given to the parent.
  - If minor first aid, administer from first aid kit in your classroom or at the Administrative Assistant's desk.