

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

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POSITION TITLE:	Pre-K Teacher (AM)
DEPARTMENT:	Good Shepherd School
SUPERVISOR:	Preschool Director
TIME COMMITMENT:	625 Hours for the 2024 - 2025 Academic School Year
CLASSIFICATION:	Exempt PT Teachers/Administrators (-1100 hrs/yr) 4E

POSITION PROFILE:

This position at Good Shepherd School exists to teach students to learn age-appropriate attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians. The Pre-K Teacher ensure that all students are supervised in a safe and nurturing Christian environment. Academic excellence requires that the Pre-K Teacher teach basic social skills and a foundation in early learning in Bible, music, art, and literature age-appropriate for children from 4 years to 5 years old. The teacher will also promote physical, mental, and social development. The person in the position holds the role and responsibility of being a ministry leader in addition to a classroom teacher.

SKILL SET:

- Ability to build relationships with students
- Must have a heart of compassion for children and their families
- A passion to help each child learn and grow
- A foundation in Biblical knowledge
- Ability to work well in a team
- Organized
- Humility
- Understanding of the developmental stages for preschoolers
- Understanding of phonemic awareness as it pertains to preschoolers
- Ability to maintain a learning environment with a large group
- Effective lesson planning
- Patience
- Punctuality
- Flexibility
- Strong communicator with students, parents, and school staff

EXPERIENCE QUALIFICATIONS:

- High school diploma
- Experience working with preschoolers
- Teaching preschool or kindergarten (preferred)

DUTIES & RESPONSIBILITIES:

- Teach basic skills such as color, shape, number, letter recognition, and social skills
- Establish and enforce rules for behavior along with policies and procedures to maintain order among students
- Observe and evaluate children's performance, behavior, and social development
- Instruct students individually and in groups, adapting teaching methods to meet students' varying needs and interests
- Integrate Biblical principles as appropriate
- Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play

- Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate
- Prepare children for next age-group by encouraging them to explore learning opportunities and to preserver with challenging tasks
- Prepare and implement lesson plans following age-appropriate curriculum
- Organize and lead activities designed to promote physical, mental, and social development such as games, arts and crafts, music, and storytelling
- Maintain basic cleanliness of the classroom, bathrooms, and playroom
- Instruct and monitor students in the use and care of equipment and materials, to prevent injuries and damage
- Maintain accurate and complete student records, and prepare reports on children and activities
- Prepare materials, classrooms, and other indoor and outdoor spaces to facilitate create play, learning, and motor-skill activities, and safety
- Collaborate with other teachers and the Preschool Director in the development, evaluation, and revision of programs and curriculum
- Administer assessments to evaluate children's progress
- Confer with parents/guardians and the Preschool Director to resolve students' behavioral and academic issues
- Meet with the Preschool Director to discuss individual students' needs and progress
- Meet with parents/guardians to discuss their child's progress and any needs that arise as well as help guide the parent to resources if needed
- Plan lesson plans for substitutes to follow in teacher's absence
- Request, store, and inventory classroom equipment, materials, and supplies
- Perform duties that may include bending and lifting 30 pounds

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle
- Ensure all actions performed within the context of this job position accomplish and further the mission, vision, and values of Good Shepherd Community Church
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders

ADDITIONAL NOTES:

- Regularly attend at Good Shepherd Community Church or other church in our community that shares the same beliefs as Good Shepherd Community Church
- Complete Ministry Certification, which will include a criminal background check, as part of hiring process
- Adhere to the policies, procedures, and code of conduct outlined in the Good Shepherd Community Church Employee Handbook and the Good Shepherd School Faculty Handbook
- Complete a State-Issued Background check with fingerprinting
- This position will share the classroom with Kids Ministry at Good Shepherd Community Church and be required to take down and re-set the classroom on days that are shared
- The preschool staff is part of the Good Shepherd School ministry, under the overall supervision of the Good Shepherd School Principal
- The 2024/25 Academic School year is considered September 1, 2024 – June 15, 2025

DISCLAIMERS:

Other duties may be added or changed as needed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Justin Niece	DATE:	04/15/2024
REVIEWED BY:	Hilary McWold	DATE:	04/15/2024