

FIRST PRESBYTERIAN CHURCH OF STRASBURG  
Strasburg, PA

POSITION: PRESCHOOL TEACHER  
REPORTS TO: PASTOR  
EMPLOYMENT CONCERNS: CHRISTIAN EDUCATION COMMITTEE (CE)

FUNCTION

The Preschool Teacher is responsible for the teaching and nurturing of children in basic life skills, and providing educational instruction needed for advancement to kindergarten, social skills education, as well as faith-based reinforcement instruction.

DUTIES AND RESPONSIBILITIES

Be responsible to Head of Staff.

Use play, music, art and story time to develop a child's basic skills; including physical coordination, personal skills, social skills, social interaction, speech and communication abilities.

Promote early education and literacy.

Work with Administrative Director and fellow teachers in the following areas:

- Development of age appropriate curriculum
- Communications with parents
- Administrative functions
- Special events

Strive to be a team player; must be adaptable, flexible and open to the ideas of others.

Send welcome letters to parents/students by August 15.

Organize and prepare the work environment by arriving no later than 8:30 am. Daily preparation includes:

- setting up various/changing educational materials for choosing time
- cleaning up and storing all class materials
- moving play equipment at the end of the class
- displaying children's artwork
- greeting parents as children are dropped off

Regularly share strengths and challenges with parents.

Develop and maintain positive relationships with parents or guardians and students.

Attend in-service training and any other meetings as required by CE.

Provide monthly newsletters to families and Administrative Director to indicate topics and special events for the time-period.

Plan and supervise field trip and class projects.

Direct and supervise classroom assistants.

Plan for and conduct fire drills.

Lead children in a prayer of thanks to God for snack.

Maintain pertinent health information of students.

Arrange for nutritious snacks, keeping in mind food allergies.

Help to maintain positive relationships between students, teachers, parents, congregation and community.

First aid/CPR certified.

Must keep a written plan of class activities including lesson plans.

Provide detailed written or verbal plans for a substitute.

Set up and maintain an appropriate classroom environment for young children.

Be available for monthly team meetings with head of staff.

### QUALIFICATIONS

Possess a Bachelor of Arts degree in early childhood education or comparable experience working with young children.

College credits in education, social work, human services, psychology or related field preferred.

### EXPECTATIONS

The employee must demonstrate the following skills:

- Team building

- Supervisory (ensuring children are supervised and safe at all times)
- Analytical and problem solving
- Decision-making
- Effective verbal and listening communications

The employee must have proficient knowledge in the following areas:

- Child development theories and practices
- Pennsylvania Department of Welfare policies and procedures
- Safe and appropriate activities for children
- An understanding of the cultural environment

The employee must demonstrate the following personal attributes:

- Cultural awareness and sensitivity
- Sound work ethics
- Consistency and fairness
- Helpfulness: Actively look for ways to help people
- Be able to build self-esteem while ensuring a safe and secure environment
- Establish and maintain interpersonal relationships
- Patient, compassionate and an ability to handle difficult children with a firm but gentle attitude.

## EVALUATION

Evaluation will be conducted annually by a Head of Staff, a member of the Personnel Committee and member of the Christian Education Committee.

5/31/2022