



Job Title:	Teacher - Preschool 3	Job Category:	Faculty
Level/Salary Range:	Hourly	Position Type:	Part-time, Non- Exempt
Reports To:	Preschool Director	Start Date:	August 2018 -2019 Academic Year

Applications Accepted By:

Fax or E-mail:

(301) 698-1583 or bamaya@newlifecs.org

Subject Line: Teacher – Preschool 3

Attention: Brenda Amaya

Mail:

Brenda Amaya

New Life Christian School

5909 Jefferson Pike

Frederick, MD 21702

Job Description

Role and Responsibilities

New Life Christian School is looking for a Preschool classroom teacher. The Preschool teacher shall prayerfully help students learn to build Christian character, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God. It is expected that the teacher will:

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God-our standard for faith and practice.
- Believe and actively support the school’s statement of faith (attached).
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God’s biblical standards for sexual conduct.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

- 90 hour Child Care Certification preferred
- Prior job experience working with young children.
- Maintain current infant/child CPR and first aid certification.

Essential Job Functions: Accountabilities

Spiritual Leadership

- Provide age-appropriate, personal introduction to God and Jesus so that the Holy Spirit can draw the children into relationship with Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.

Academic Leadership

- Have knowledge of the program’s curriculum, standards, and mission, and can meet the expectations of them.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Develop lesson plans that reflect the program’s curriculum and Christian values and standards
- Develop and keep daily sign in sheets.



- Responsible for posting daily schedule in room for use by assistant and substitute.
- Ensure that classroom reflects a professional and Christian environment.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child-spiritual, cognitive, physical, social and emotional.
- Observe children and make note of progress.
- Keep parents informed of program expectations, program activities and their child's progress.
- Respond in a timely manner to parent complaints and to parent requests for help of information.

Professional Leadership

- Attend morning devotions, staff meetings and training programs as deemed necessary by the preschool director.
- Attend parent Open Houses and other special events including Christmas Program and Graduation.
- Provide an environment conducive to learning by keeping proper discipline in the classroom and other areas of the campus. Confront children in situations that pose a danger to other children.
- Know the procedures for dealing with emergency situations in the classroom and program. Conduct required emergency safety drills in coordination with the program leadership.
- Inform the director in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the program administration in an earnest effort to resolve differences of opinion when they exist.

Other Responsibilities

- Maintain a clean, attractive, and well-ordered classroom.
- Ensure equipment and the facility is clean, well maintained and safe at all times.
- Participate in the end-of-year school closing process, such as the organizing of materials and supplies, inventory of equipment and supplies, and upkeep of equipment.
- Perform other duties as assigned by the director.

Reviewed By:	Brenda Amaya	Date:	5/22/18
Approved By:		Date:	
Last Updated By:		Date/Time:	