

Creative Play School Teacher Job Description

Position Title	Department/Ministry/Location
Creative Play School Teacher	Family Ministries /Creative Play School/ Main Campuses
Supervisor Position Title	Weekly Hours
Director of Creative Play School	16 hours/20 hours(K only)
Position Status/ Classification	Ministerial Status
Part-time/Non-exempt Salary	Non-ministerial

Position Summary:

The Creative Play School Teacher

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following:

- The teacher will make written lesson plans for each month from September through May, and should be turned in to the Director by the first of each month. The teacher will notify the Director of needed materials in a timely manner. The curriculum should be formed around a play-based introduction to Kindergarten readiness skills. It should encourage creativity and exploration, and reflect plans for a flexible, unhurried morning.
- The teacher will keep accurate and up-to-date class records. Each teacher will be responsible for at least 20 photos of classroom activities or events to be shared regularly with families.
- The teacher will decorate her classroom to foster a conducive learning environment. This will be inviting but not over-stimulating.
- The teacher will utilize and coordinate the activities of her aide.
- The teacher will communicate with parents by way of Remind, a monthly newsletter and calendar, phone calls and direct contact on a regular basis. She will prepare progress reports and hold parent conferences in February.
- The teacher will organize field trips and special events at the discretion of the Director. Field trips will not conflict with chapel days
- The teacher is responsible for making sure her classroom is in order before she leaves each day.
- The teacher will attend monthly teachers' meetings, workshops, and in-service programs as directed.

- The teacher will naturally integrate Christian principles throughout the morning in conversations and in actions. The lead teacher will attend at least one section of Chapel for each Bible story so they can reinforce and model its importance in the classroom.

Music and Chapel Teacher

- Create an intentional curriculum which may include, but not limited to singing, dancing, bible verses, storytelling, and other activities. The teacher will actively engage the children in these activities.
- Create a classroom environment that is inviting but not over-stimulating and is conducive to learning.
- Become familiar with the play-based philosophies of ed and implement in the classroom setting. Encourage creativity and exploration in an enjoyable, unhurried setting.
- Attend monthly teacher meetings.
- The Music teacher will direct the Christmas program for the 3 and 4-year-old classes.
- The Music teacher will assist with the graduation program in May.
- The Music teacher will plan and prepare a presentation by the Pre-K children for the Feast Celebration in November.
- There will be no Music on Chapel days. Needs of the Preschool may be assigned to the Music teacher on this day.
- The Chapel teacher will plan 1-2 chapel lessons per month. A sample schedule will be provided. This should include the retelling of Bible stories at the children's level, singing Bible songs, and sharing the Love of Jesus.

Librarian

- The librarian will use teacher-curricula and seasonal themes to select books for story time that relate to the day's activities.
- The librarian will assist the Assistant Director in coordinating student book orders and Creative Play School orders, using bonus points from the Scholastic Book Club to support continual Improvement of the library.
- The librarian will communicate with teachers regarding new and existing resources in the library
- The librarian will work in cooperation with the director to expand the services of the library and update resources.
- The librarian will attend teacher meetings.
- The librarian will maintain the organization of all Library resources.

Spanish Teacher

- The Spanish teacher will make written lesson plans for each month from September through May. They should be turned in to the director by the first of each month. The Spanish teacher will notify the director of needed materials in a timely manner.

- The Spanish teacher will decorate her classroom to foster a conducive learning environment. This will be inviting but not overstimulating.
- The teacher is responsible for making sure her classroom is in order before she leaves each day.
- The teacher will create an enjoyable curriculum that includes, but is not limited to, exposing the children to Hispanic culture, learning numbers 1 through 10, basic colors, phrases, body parts, and animals.
- The Spanish teacher will assist with the graduation program in May.
- The Spanish teacher will plan, prepare, and organize for the two fiesta days in early May.
- The Spanish teacher will familiarize herself with the philosophy of education endorsed by Creative Play School.
- The Spanish teacher will attend monthly teacher meetings.

Minimum Qualifications (Knowledge, Skills, and Abilities):

Education and Experience:

- Has 2 years of experience in a related field and holds a degree in an Education-related field.

Knowledge and Skills:

- Must have experience working with young children.
- Must have the ability to communicate well, collaborate with others, and maintain confidentiality.

Licenses, Registrations, and Certificates:

- Current Driver's License

Spiritual Requirements:

- Recognizes Jesus as Lord and Savior and demonstrates that with a Christ-centered lifestyle.
- Agreement with County Line's Statement of Faith
- Adheres to County Line Staff Lifestyle agreement.

Physical Requirements:

- Ability to stand for at least 30 minutes at a time.
- Ability to lift 20-30 lbs.

Employment At-Will:

All employees of County Line Church are at-will, and as such, are free to resign at any time without reason. County Line Church, likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of County Line Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of the Director of Operations.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____