

JOB DESCRIPTION AND DUTIES OF TEACHER HOPE PRESBYTERIAN CHURCH PLAYSCHOOL PROGRAM

Minimum Qualifications

College Degree in Education or related child development area, or equivalent experience.

Must have the ability to obtain a satisfactory background check.

Classroom Responsibilities

Duty hours are from 8:30 AM to 12:30 PM, unless otherwise noted. Children are present from 9:00 to 12:00 PM. Teachers will staff Stay Day from 12:00 PM to 1:00 PM on a rotating basis.

Greet children and parents at the door. Help children with tote bags, notes, lunches, etc. if needed.

Responsible for the cleanliness and order of the room. A time of 30 minutes, before and after the session, is included in the hourly pay for housekeeping. Table tops are to be cleaned and chairs placed under the tables.

Responsible for supervising personal hygiene of children, changing, toileting, etc. Children who still wear diapers should be changed on a mat that can be disinfected. Hands are to be washed in anti-bacterial soap after each child is changed. Diapers are to be disposed of in a covered container. Put soiled diapers into a small plastic bag before disposing. Children should wash their hands after using the toilet, prior to eating, and upon returning from the playground.

In the event an assistant teacher or volunteer is available, plan and direct activities so she will know what is expected of her. Encourage her participation at group time.

Consult with the Director when:

- A. A child gets hurt;
- B. A child is sick and needs to go home;
- C. Any suspected abuse or neglect;
- D. Report any unsafe conditions immediately.

Beginning of the year preparation of the rooms will include unpacking, displaying all playschool material, and assuring cleanliness and safety. Teachers are expected to be available for work at least two weeks prior to the beginning of the school year, unless other arrangements have been made with the Director.

End of the year responsibilities include packing and moving all Playschool items to storage. Teachers are expected to be available for work one week after the end of the school year, unless other arrangements have been made with the Director.

Administrative Responsibilities

Provide a copy of your daily classroom schedule to the Director. Update if any major time changes occur during the year. Also, make a copy (for the files) of any written communication to the group of parents.

Provide daily lesson plans on a regular basis to the Director, as requested. All teachers need to provide a lesson plan for substitutes when absent.

Communicate on a regular basis with parents, providing updates on classroom activities and learning, as requested by the Director.

Attend regularly scheduled teacher/staff meetings.

Prepare for and conduct two parent-teacher conferences each year (one in the first semester, and one in the second semester).

Notify Director as far ahead as possible in case of absences, so substitute arrangements can be made. Personal leave (unpaid time off) must be made in advance, in writing.

Help keep the supply cabinet orderly. Report when supplies are low or last box has been used.

Occasionally, funds are released for teacher purchases. A receipt must accompany a voucher request for reimbursement. Vouchers are submitted only with the signature of the Director.