

Calvary Chapel Christian Academy

Revised Date: September 2, 2020

### General Position Description

The Teacher is responsible for developing a cohesive teaching team, coordinating the curriculum, and managing the day-to-day operational activities of the classroom. Teachers must understand children's cognitive, social, emotional and physical development in order to ensure a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The Teacher must be skilled in communicating with both children and adults in order to meet the needs of the children, effectively guide teacher assistants, and resolve parental concerns.

This position reports to Director/Assistant Director.

### Key Responsibilities

- Coordinates and implements educational curriculum by developing classroom activities based on developmentally appropriate practices and early learning standards.
- Leads by example; encourage teaching team success through modeling and coaching.
- Plans individual and group age-appropriate activities to actively engage children and encourage social, cognitive, spiritual, and emotional growth.
- Maintains frequent communications with parents through informal discussions, progress reports, and parent-teacher conferences.
- Demonstrates mature conduct with the goal of instilling positive discipline and reinforcement appropriate for classroom setting.
- Recognizes and considers the individual needs of each child in relation to cultural and socio-economic background, disabilities/abilities, special talents and interests, style and pace of learning.
- Helps children learn to think biblically and creatively, to solve problems independently, and to respect themselves and others.
- Help children to develop spiritually by praying with them, reading Bible stories to them, and leading them in devotions and worship.
- Problem-solves in an effective and efficient manner (i.e. discipline, first aid).
- Ensures all Academy policies and state regulations are met.
- Ensures a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Reports to the Director any need for repairs/maintenance or low-stocked items needed for CCCA operations.
- Supervises teacher assistants and classroom volunteers to ensure they are following planned activities, hygiene and safety standards.
- Maintains accurate records, forms and files.
- Maintains strict confidentiality regarding staff, children and families.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Attends at least one service at CCNN weekly (other Christian church acceptable).
- Participate in staff meetings and lead devotions/prayer.
- Spend at least 30 minutes per month praying with an assigned partner.
- Performs other related duties as assigned by the Director, Assistant Director, Executive Pastor, and Senior Pastor.

### Additional Knowledge, Skills and Experience Required

- Minimum of 2 years of professional child care experience.
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.

# Early Childhood Teacher

## Job Description

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- A strong understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Infant/child CPR and First Aid certification.
- Must clear full background check and must pass health and Tuberculosis screening.

### Educational Requirements

- Coursework in early childhood education or related field of study.

### Physical Requirements

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Ability to lift at least 35 lbs.

### Employment Type

Part-time

I understand that this is not an all-inclusive list of duties or responsibilities I will have to perform, but a general description of duties.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_