



## **Application Instructions – Ebenezer Preschool Teacher**

Thank you for your interest in an Ebenezer Preschool Teacher position. Please note the following policy in Ebenezer United Methodist Church's Employee Handbook:

### **STAFF MEMBERS AS CHURCH MEMBERS**

All staff members (employees) must be aware that their lifestyle and conduct bear an unavoidable connection to Ebenezer. Therefore, all staff members are expected to conduct themselves in a manner consistent with the mission of Ebenezer and the highest ideals of the Christian lifestyle. While staff members are not required to be members of Ebenezer, they are expected to be active members of a Christian congregation.

Please return/send your application packet to the church, which should include the following:

- Your resume
- A completed application
- A cover letter highlighting your interest in serving as an Ebenezer Preschool Teacher, noting any relevant work experience

Your application can be submitted in one of three ways:

1. Email your completed packet to [aclinton@ebenezerumc.org](mailto:aclinton@ebenezerumc.org) and indicate "Ebenezer Preschool Teacher" in the subject line
2. Mail to Amy Clinton at Ebenezer Church, 161 Embrey Mill Road, Stafford, VA, 22554
3. Deliver to the church office between 9:00AM and 4:00PM Monday-Friday

For questions, please contact Amy Clinton, Preschool Director, at the above email address. Thank you.

*Ebenezer Church Staff-Parish Relations Committee*

## **Ebenezer Preschool Preschool Teacher Job Description**

Supervisor: Preschool Director or Assistant Director

General Responsibilities: Provide classroom instruction to preschool students in a safe, loving, challenging environment.

### Job Responsibilities:

- Develop written weekly curriculum plans which provide for growth for students of all ability levels.
- Provide the Director with a yearly (by month) outline of themes and concepts to be taught following Ebenezer Preschool guidelines and subject to approval by the Director.
- Oversee the duties of the classroom assistant, including interactions with the students, and provide instructive feedback if needed or contact the Director if other action is required.
- Provide adequate access and communication to parents regarding their child's progress, including weekly updates, monthly newsletters, conferences with all families in January and as necessary in May, and Progress Reports in January and May.
- Respond to parent communication (email, notes, phone calls) within 48 hours.
- Attend school events, including parent/child orientation, monthly staff meetings, team meetings, graduation, or any other scheduled activities coordinated through the Director.
- Work collaboratively with teammates and other preschool staff and handle ongoing communication with them in a professional manner.
- Assist with coordination of special programs and events throughout the year.
- Maintain confidentiality at all times and keep Supervisor informed of any important classroom issues.
- Maintain CPR/AED/First Aid Certification, background checks, required training, Ebenezer Preschool personnel file and payroll documents, and submit all related paperwork

### Minimum Qualifications:

1. College Degree or ongoing classes required/Education Degree preferred.
2. Must be an active member of a Christian congregation.
3. Must pass approved background checks.
4. Must provide references.