



ARLINGTON HEIGHTS CHRISTIAN SCHOOL PRESCHOOL JOB DESCRIPTION

Position: Preschool Teacher
Grade/Subject: Grade TBD

Reports to: Director Of Child Care

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the AHCS doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer
-

Personally, the employee's life shall reflect:

- A lifestyle of Biblical integrity
- A spirit of dedication, commitment, flexibility and responsiveness
-

Duties and Responsibilities:

- The welfare, health, and safety of each child is the priority of the employees of this center. It is the responsibility of this staff member to provide constant care, supervision and a developmental atmosphere as described in the program description.
- Responsible for greeting each child upon arrival and make a routine health check and reporting problems to the Director.
- Responsible for planning and implementing curriculum activities and lesson plans that promote children's social, emotional, physical, and cognitive development. Implements program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Uses positive guidance techniques consistent with state regulations, counsels children when social, academic or adjustment problems arise.
- Responsible for record keeping of daily attendance, daily report sheets for each child(as required), bumps and bruises, if they occur, food count, and recording any of the other information relevant to an individual child's behavior, developmental progress, or noticeable health problems.



ARLINGTON HEIGHTS CHRISTIAN SCHOOL PRESCHOOL JOB DESCRIPTION

- Responsible for planning formal and informal parent conferences.
- Responsible for modeling the type of behavior with others that children need to develop.
- Responsible for engaging in several one-to-one, face-to-face interactions with each child daily, talking to the child to describe any activity changes, to encourage language development, and for focusing all conversations to include the children.
- Responsible for knowing pertinent information concerning each child; such as health information, authorized pickups, dietary need, and/or other special information.
- Responsible for maintaining adult-to-child ratios according to Center policies and understanding that during difficult times State Ratios can be accommodated.
- Responsible for continuous playground monitoring and the interaction of the children by providing a combination of free play and planned playground activities as a part of the lesson plan.
- Responsible for establishing and maintaining age appropriate guidance limits and to help each child become aware of and to understand those limits.
- Responsible for providing a language enriched environment.
- Responsible for the organization and inventory of the classroom furnishings, equipment and supplies.
- Responsible for attending staff meetings and obtaining professional development.
- Responsible for requesting identification from or making known to the Director, a person (unknown to you) who is picking up a child from the Center.
- Has strong working knowledge of Texas Minimum Standards as they pertain to the center operations.
- Other duties as assigned by the Director of Child Care or Office Manager

Qualifications:

- High school diploma or equivalent.
- Demonstrates the ability and desire to work effectively with young children.
- Must meet or exceed state licensing requirements for age, education and experience.
- Previous work experience is preferred.
- A Bachelor's, Associate's degree in Early Childhood Education, or CDA is preferred, but not required.
- Must maintain at least 24 hours of training each year.