

TEACHER

Staff Relationship: The Growing Place teacher is responsible to The Growing Place director.

Job Requirements:

- Must be a Christian
- Experienced working with preschoolers
- Basic love for preschoolers
- Commitment to teaching—essential
- Complete CPR and basic first aid training every two years

Principle Function: Assist TGP director in the ongoing activities of the program and serve as a teacher in keeping with the policies and procedures established by TGP at Aversboro Road Baptist Church.

Responsibilities:

1. Maintain a Christian environment and provide activities which promote a child's physical, emotional, cognitive, and social growth.
2. Plan and implement a sensory-based and developmentally appropriate curriculum based on the WEE Teaching Guide.
3. Plan, supervise, and implement a teaching program in accordance with the policies and philosophy of TGP program.
4. Give each child the attention needed to assure his/her best welfare (including needs related to learning experiences, eating, toileting, playing, health care, and safety).
5. Work according to the schedule outlined and maintain prompt hours.
6. Clean/rotate toys and disinfect tabletops each day.
7. Vacuum rooms and take out trash when needed (in absence of custodian or Teacher Assistant).
8. Attend staff meetings.
9. Inform TGP director of needed supplies, repairs, and materials.
10. Supply to TGP director, as requested, necessary information for newsletters, calendars, and other materials to be sent home.
11. Respond to staff members, preschoolers, and parents in a professional and Christ-like manner.
12. Formally communicate with parents as outlined in the policies and procedures manual.
13. Provide adequate teaching materials to substitutes (i.e. name tags for each child, lists and

words of favorite songs and finger-plays, materials and instructions for easy crafts, daily schedule, and any other necessary instructions) in a folder kept in classroom and updated as necessary.

14. Notify TGP director as soon as possible of any upcoming absences.

15. Training Responsibilities:

- Maintain certification in infant/child CPR and first aid
- Attend annual staff orientation training
- Attend a minimum of three approved training sessions each year (other than CPR)

16. Provide a safe and nurturing atmosphere for the preschoolers in your care.