



## Elmbrook Church Position Description

### Preschool Teacher – Part Time

#### Job Summary:

To provide an age-appropriate program for preschool children in a competent manner.

#### Qualifications & Requirements:

- At least 18 years old
- High school education or equivalent 80 working days as full time or 120 working days half time as child care assistant
- License from DPI as preschool teacher
  - or 2 years higher education with 3 credits in early childhood
  - or 2 courses for credit in early childhood from institute of higher education
  - or Associate degree in early childhood from institute of higher education
  - or 2 non-credit, department approved courses in early childhood/infant toddler credentials if assigned to that age group
- Registry certification within 3 month unless holding a current teaching license
- CPR certification within 6 months
- Shaken Baby Syndrome Course

#### General Responsibilities:

- Offers a program that meets the emotional, physical, intellectual, social, and spiritual needs of both the individual and the group
- Interprets and shares Christian Education curriculum and values with children
- Interacts with the children and encourages their involvement in activities
- Provides daily interest centers as part of programming
- Helps children develop self-help skills
- Allows time for socialization
- Plans large group and small group activities
- Plans a physical education program and participates in outdoor recess
- Oversees and participates in class field trips
- Uses appropriate and positive child management techniques
- Supervises appropriate hand washing techniques
- Maintains a system to ensure knowledge of child location and number of children in care at all times.
- Participates in future planning - i.e. for events or changes in curriculum
- Prepares a safe environment that is orderly, clean, and appealing which permits the child to grow and explore
- Maintains room and storage areas in neat and orderly manner
- Keeps accurate accounting of materials from Resource Room/room inventory
- Participates in yearly inventory
- Performs classroom-related maintenance duties, i.e. disinfects tables, sweeps floors after snack, cleans toys as directed

- Keeps parents informed as to daily programming
- Holds regular parent/teacher conferences
- Encourages parent involvement in school activities whenever possible
- Handles parent concerns in a timely manner
- Maintains attendance records as requested
- Keeps individual records for each child as to developmental progress (emotionally, physically, socially, intellectually)
- Observes children daily regarding health and physical well-being and reports any condition requiring attention.
- Prepares student evaluations
- Develops lesson plans and implements them
- Participates in in-service training and staff meetings as required
- Maintains the required number of continuing education hours
- Serves on school committees when assigned
- Serves as mentor for new staff
- Works closely with team members
- Persons responsible for children
- Must have prior permission to:
  - a. Refer parent to outside resources
  - b. Change program emphasis

**Employment Information:**

This position is part time, hourly and classified as non-exempt  
 28 hours/week  
 Salary – dependent on experience, skills & education

**Benefit Package:**

403b – Employees are eligible to participate in the 403b pension plan if they are scheduled to work 20 or more hours per week. Entry dates for the 403b plan is the first of the month following date of hire. On an employee’s first anniversary, Elmbrook will match up to 5%.

**Reports to:**

ECCEC Director and Assistant Director – Mary Ann Lee and Alice Jablonski