

Prince of Peace Christian School

Carrollton, TX

Job Title: ELC Teacher, Non-lead

Reports To: Lead Classroom Teacher and Early Childhood Director

FLSA Status: Non-Exempt, Hourly

Job Summary: Responsible for the general welfare and supervision of a class by performing the duties listed below. To succeed in this role, an individual must be able to perform each function satisfactorily. The requirements listed below are representative of the duties, knowledge, skills, and/or abilities required to perform this job.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follows course objectives and program in accordance with the policies and philosophy of school.
- Considers the needs of individual children with concerns for their interest, special talents and individual style and pace of learning when teaching the program.
- Maintains order and safety in classroom and on playground.
- Counsels pupils when adjustment problems arise.
- Maintain and check daily the Parent Portal insuring that parents/families are informed of the student's daily routine.
- Discusses pupil's behavior and achievements with the lead classroom teacher and director.
- Perform other related duties as assigned.

REQUIRED SKILLS AND ABILITIES

- Interact with courtesy, respect, acceptance, and patience to children, parents and staff.
- Ability to work as a team with Lead teacher and co-teachers
- Assist in public relations events sponsored by the school as requested.
- Be able to substitute in other ELC class rooms when the situation shows a need if available.
- Be flexible and available to work hours as assigned or requested.
- Be able to work on Holiday Care Days that are assigned.
- Required to perform diaper changes multiple times a day
- Must be an active member/attendee of a Christian church.
- Ability to earn a minimum of 24 clock hours of training per teaching year through attendance at conferences, workshops, courses and other professional growth opportunities as approved by the Director. (ELC will pay registration costs and for clock hours - excluding travel time).
- CPR and First Aid certification required; must be maintained by obtaining recertification as necessary (as required by school policies and State Licensing)

SAFETY AND EQUIPMENT

- Be actively aware and respond to safety issues with children, equipment and self.
- Clean, sanitize, and store equipment, materials and supplies daily.
- Complete Incident Report regarding any injury to a child or self.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED); or one year of related classroom experience and/or training; or equivalent combination of education and experience.
- Attendance at conferences, workshops, courses and other professional growth opportunities may be considered.

PHYSICAL DEMANDS

- Regularly required to use hands to finger, handle, or feel and talk or hear
- Frequently required to sit
- Frequently required to reach with hands and arms
- Frequently required to stoop, kneel, crouch, or crawl
- Occasionally required to stand and walk.
- Specific vision abilities include distance vision, and peripheral vision
- Must be able to lift up to 40 pounds at a time
- Will be exposed to illness-causing bacteria and viruses