



## Job Description: Preschool Aftercare Teacher

*"Discipling young people to make a difference in their world"*

<b>Job Classification:</b>	Faculty
<b>Provisional Period:</b>	Yearly contract based on annual evaluation
<b>Department:</b>	Preschool
<b>Assignment Category:</b>	Part-time

### Job Description Summary:

The DCS Aftercare teacher is one who has a desire to minister to the total child in a teaching environment.

### Ministry Description Summary:

He/she has a calling in his/her heart to serve God as a faculty member of DCS; who is assured of his/her personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, and students, and is a committed follower of Jesus Christ. He/she shows a high degree of professionalism and responsibility in the fulfillment of his/her duties as a faculty member of DCS.

### Specific Job Duties:

- Supervise children at all times
- Develop skills in biblical integration throughout curriculum and daily living
- Be familiar with and adhere to all school statements; school handbooks; curriculum guides; and scope and sequence
- Maintain regular and accurate attendance records
- Keep parents and the administration adequately informed of the child's progress
- Follow the Matthew 18 principle in dealing with conflict with children, parents, staff, and administration
- Maintain a teachable attitude
- Know the procedures for the School Emergency Response Plan
- Submit all curriculum documents requested by the administrator
- Perform duties that may be assigned by the administration
- Inform the administration in a timely manner if unable to fulfill any duty assigned; prepare adequate information and materials for a substitute teacher
- Show professional knowledge and growth through continued study and attendance at appropriate conferences and workshops
- Regularly attend and participate in school staff devotions, meetings and applicable in-service sessions
- Work as team with other staff, maintaining a supportive and encouraging relationship with other teachers, and assisting in the development/implementation of programs/processes to enhance the school's overall program
- Control, distribute, and inventory applicable school-owned resources (i.e. textbooks, audiovisuals, kits, and equipment) and cultivate in children a respect for those materials
- Coordinate guest presentations/learning experiences
- Maintain regular communication with parents
- Effectively represent the school, its program, policies and philosophy to the community

- Cooperate with the board and administration in implementing all policies, procedures and directives governing the operation of the school
- Teach classes as assigned following the prescribed scope and sequence in the curriculum guide
- Keep proper discipline in the classroom, on the school premises, and out in the community to promote a good learning environment and witness
- Maintain a clean, attractive, well-ordered classroom to include housekeeping of toys and materials
- Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the children, challenging each to do his/her best work
- Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional
- Submit orders to office for classroom materials needed

### **Teacher Ministry Evaluation System (T.M.E.S.) Performance Standards/Skills:**

The Teacher Ministry Evaluation System (TMES) uses the Goals and Roles Performance Evaluation to collect and present data to document performance based on well-defined job/ministry expectations. The six standard are as follows:

- Standard 1: Instructional Planning
- Standard 2: Instructional Delivery
- Standard 3: Assessment of/for Learning
- Standard 4: Learning Environment
- Standard 5: Professionalism
- Standard 6: Student Progress

### **Job Factors:**

- **Minimum education/experience level required:**
  - **18 years of age and ONE of the following:**
    - High school diploma/GED and 6 mos. experience
    - NAC/CDA/CCP/CPC (no experience)
    - 12 credits with 6 credits in ECE and 6 mos. experience
    - Associates Degree ECE or closely related field (no experience)
    - Bachelor's Degree ECE or closely related field (no experience)
- **Reports to:** Preschool Director
- **Supervision exercised:** Children; Aides; Mentored Teacher, if applicable
- **External contacts:** Parents; Outside classroom resource personnel

### **Specialized Responsibilities:**

- Teachers are compensated for 30 minutes of prep time per day.
- Supervise lunch and playground activities
- Fill in as Director's Assistant as necessary, if qualified
- Supervise and provide quiet rest activities during nap time
- Plan a half hour of teacher directed activities
- Plan a half hour of independent indoor center activities
- Plan out door gross motor activities
- Plan a circle/story time
- Lock and close facility