



## **HAWAII BAPTIST ACADEMY JOB DESCRIPTION**

**JOB/POSITION TITLE:** ELC Teacher

**OFFICE/CAMPUS:** HBA ELC Nuuanu Campus

**REPORTS TO:** ELC Director

**STATUS:** 12 months, full time (exempt)

**SALARY RANGE:** \$45,200-\$49,385

**PRIMARY PURPOSE:** *The role of a HBA ELC Teacher is to ensure that the established mission, philosophy and curriculum is implemented, that HBA policies, procedures and standards are followed, and communication with the HBA Director(s) is maintained.*

### **Responsibilities which the Teacher is responsible for:**

- Bring the living Jesus to each child; teaching like Jesus and being an example of the Christian way of life while maintaining a Christian environment through praise of the Lord, healthy attitudes, excellent role modeling, prayers, music, stories, shared experiences, and other visuals.
- Maintain a professional appearance, a commitment to quality early childhood education, upholding HBA at ELC standards, Mission, Philosophy, Expectations, and reinforcing the NAEYC Code of Ethics as described in the staff handbooks as well as the NAEYC standards.
- Conduct self in a professional manner, display teamwork, maintain a positive attitude, and support and respect others. (Refer to Attitude & Professional Standards in handbook)
- Continue professional development through additional college-work, attending professional workshops, membership in professional organizations (HAEYC/NAEYC), and reading professional literature. (Maintain interest in profession as teacher)

- Work cooperatively in bringing about the success of the school program.
- Ensuring that the HBA Director is aware of events in class, student/family issues, and/or staff concerns.
- Report to work on time and on a regular basis as well as informing HBA Director of absences in advance.
- Attend and participate in all HBA meetings and sponsored events: team/staff meetings, Professional Development days, Assessments, Parent Orientation, Parent Education opportunities, Fundraising events/activities, and any events promoting HBA.

**The Teacher is expected to:**

**1. PHYSICAL CLASSROOM**

- Plan and create a warm, welcoming environment for children and parents.  
(Bulletin boards, pictures at child's height)
- Assign space for each child's personal belongings.
- Help to provide an attractive, clean, and safe environment. Ensure that the assigned classroom is maintained; shelves, floor, windows, walls, doors, and A/C vents are reasonably free of dust, dirt, stains, trash, and food particles.
- Keep a well-organized, orderly environment with materials and equipment easily accessible to the children and in (working) condition. (inclusive of activities on deck)
- Ensure that all materials and equipment are rotated, properly and respectfully used by children and adults.
- Maintain materials and equipment in repair; informing HBA Director of need for repairs in writing (Maintenance Report)
- Suggest needed educational materials, supplies and equipment in writing to the HBA Director.

**2. CHILDREN**

- Greet children and parents as they arrive/depart daily.
- Be sensitive and responsive to children's needs.
- Use positive modeling and behavior management. Evaluating and assessing situations (children) before making decisions.
- The health, welfare and safety of the children
  - Ensure that the assigned group is always supervised adequately, NEVER left alone.
  - Conduct daily health checks.
  - Take appropriate action in case of child's illness or accident; notifying parents, keeping accurate injury records on accident report forms.
  - Responsible for participation in fire drill procedures, practicing drills, and being aware of escape routes.
  - Maintain a valid CPR & First Aid certificate.
- Provide quality supervision of the children at all times. While outside ensure that the staff are spaced for maximum coverage of the classroom or playground for the

safety of the children. Avoid having adult supervisors stand or sit together in clusters. (Be AWARE of the amount of children in class – attendance)

- Interact with the children as well as ensure that quality time and interaction is taking place between self, all staff members and children. Ensure that self and all staff members are using their time with the children as opportunities for learning.
- Work with HBA Director, support staff, parents, and/or resource agencies to meet the individual needs of each child.
- Participate in and manage snack and lunch activities of the children as a group. These are times together, time for socializing and enjoying each other's company. Teachers and staff are to sit down with the children and participate in mealtimes.
- Oversee daily attendance reports of the children in the group. Account for all the children at all times (in/out of class, field trips, & school assemblies).

### 3. INSTRUCTION

- Use teaching strategies, collecting materials and implementing activities appropriate to the age/development level of the group.
- Create supporting schedules, learning environments, and activities that are developmentally appropriate to the age level and individual need(s) of the children.
  - a. Provide for alternating periods of indoor and outdoor play.
  - b. Provide for alternating periods of quiet and active play.
  - c. Provide for a balance of self-selected and teacher-directed learning experiences.
  - d. Modify activities/lessons to meet the children's individual needs.
- Balance Learning Centers with teaching lessons in the Cooperative Learning Model style. (Ensure that during small groups, activities are specially designed to meet the (individual) needs of the children in each particular group.)
- Observe and document children's growth and development daily (information to be used for lesson planning, progress reports and portfolios)
- Submit lesson plans for review to the HBA Director at least ONE week in advance.
- Post weekly lesson plan BEFORE the start of the week and then keep on file for future reference.
- Create Student Portfolios for a group of children. Assign, oversee and lead Assistants in the creation of Student Portfolios for a group of children.
- Meet necessary deadlines as it pertains to lessons, curriculum, events, etc...
- Assist with the Mentoring (training), constructive utilization of and evaluation of Assistants, work-study students and volunteers.
- Maintain a clear plan and guideline for the substitute in case of absence.
- Follow the child guidance system of the school, using positive discipline techniques. Evaluating and assessing situations (children) before making decisions.

### 4. PROGRAM

- Work cooperatively with staff. Cooperate, confer and communicate with HBA Director(s) and teaching team.
- Prepare all required reports pertaining to the group of children and individuals.
- Submit progress reports on the individual children each Semester during the school year.
- Conduct Parent Conferences as scheduled.
- Assist with informing the Office when a student is absent more than three days.

## 5. PARENTS

Provide quality customer service -

- Relate in a positive professional manner.
- Respect confidentiality.
- Be a positive role model.
- Be sensitive to parent needs while maintaining a professional relationship.
- Communicate often and appropriately.
- Partner with parents.
- Direct appropriate concerns to appropriate personnel.
- Help encourage school/class/child involvement.
- Be an early childhood advocate by providing parent education/awareness.
- Abide by “Child/Parent Interaction” as stated in the HBA handbook.

## 6. PERIODIC DUTIES

- Participate in HBA sponsored events such as: assessments, parent education opportunities, and HBA promotions (i.e. open house).
- Keep abreast with Early Childhood Education.
- All miscellaneous duties assigned by HBA Director for the betterment of the students and program.

**CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God’s creation, and by using our talents and resources to work toward the good of humanity.

## **MINIMUM QUALIFICATIONS**

- **Spiritual:** Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- **Skills/Knowledge:** Excellent Understanding of the principles of Child Development and ELC educational methods, familiarity with safety and sanitation guidelines for classrooms, excellent communication and instructional skills, ability to work with a variety of people; team player, friendly and reliable, balance between a creative mind and a practical acumen, CPR, First Aid, and AED training is required

A Teacher must meet one of the following: (DOHS, State of Hawaii 17-892.1-17)

1. A degree in child development or early childhood education from an accredited college or university, and six months working experience in an early childhood program; or
2. Post-secondary credential in child development associate program (CDA) or organized two-year (sixty credit) college program and certificate in early childhood education, plus one year supervised teaching experience in an early childhood program; or
3. Baccalaureate (bachelor’s degree) in elementary education from an accredited college or university plus six months working in an early childhood program, plus six credit – semester or equivalent approved child development or early childhood training courses, (may be included as part of bachelors of arts or bachelors of science degree); or
4. Baccalaureate (bachelor’s degree) in any field from an accredited college or university plus six months working in an early childhood program, plus twelve credits – semester or equivalent approved child development or early childhood training courses, (may be included as part of bachelor of arts or bachelor of science degree).

IN ADDITION, the Teacher must be able to do the following:

### **WORKING CONDITIONS:**

Equipment and Software Use: Computer skills, photocopier, SmartBoard, iPad, Google docs/calendars/forms, Blackbaud MyEagle (as applicable), Bloomz Communication Tool

Work Hours: Monday-Friday, shift to be shared at the start of each school year. Some weekday after-hours and weekend work may be required. Occasional outside workshops and conferences may be required.

Mental Demands: Ability to see both overall picture and detail. Ability to do long-range planning. Exercises good judgment, able to make sound decisions, ability to manage multiple projects simultaneously.

Physical Demands: Ability to stand for long periods of time. Flexibility in moving with children. Ability to lift a minimum of 30 pounds. \*\* Note: although it is not a requirement to carry children from activity to activity, in the event of an emergency a teacher may be in a position (required) to carry a student(s). Be able to actively and physically move about the facility and playground in order to provide quality supervision for ELC age children. (When dealing with ELC children physical quick responses are necessary)

Social Demands: Ability to communicate clearly and effectively with all stakeholders in a friendly, professional, and concise way.

Updated Jan 2025