

FOOTHILL CHRISTIAN PRESCHOOL

Preschool Teacher and Preschool Aide

OVERVIEW:

Foothill Church exists to glorify God by leading people into a growing relationship with Jesus Christ, rooted in the gospel. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. Foothill Christian Preschool is a vibrant ministry of the church and is a place where children can LEARN, EXPLORE and GROW in a nurturing and safe environment that honors Christ.

ROLE SUMMARY:

A school is only as good as its teachers. Yes, facilities, curriculum, and educational resources are important, but God uses teachers to change lives. We are looking for a dynamic individual with the competencies to incorporate all the learning domains essential to a child's individual growth and development. These four domains include: Cognition and General Knowledge, Physical Well-Being, Health, and Motor Development, Social and Emotional Development, and Spiritual Development. She must be a person of integrity and good character, as well as personable, friendly and welcoming to students, parents and staff. It is important to remember that students and families first love their teacher, then their teacher's God!

QUALIFICATIONS:

- Teachers must be believers in Christ and active members of a local church. (A church verification form must be completed by a pastor.)
- As a Christian role model, he/she must demonstrate a lifestyle that reflects the moral and spiritual standards outlined in the Bible.
- All employees must sign FCS's Code of Ethics statement and Foothill Church's Articles of Faith

STATE REQUIRED MINIMUM QUALIFICATIONS:

- 12 units in Early Childhood Education. (Six months experience in a licensed preschool is also preferred.)
- Physical & TB tests, Fingerprint clearance & Child Abuse Index.
- 15-hour Health & Safety Course, which includes CPR training.

RESPONSIBILITIES:

Leadership

- Work to advance the cooperation and mutual support between the school and church.
- Attend Daddy/Mommy & Me Days, Open Houses (if planned), and various school events.
- Conferences with parents at established times regarding student concerns or needs.
- Maintain consistent and effective communications with parents.

Skills and Abilities

- Seeks to understand pupils (i.e. - learning styles, emotional needs, approved accommodations).
- Searches for ways to differentiate learning, and for ways of motivating students to excel.
- Provides experiences which will promote spiritual, physical, social and the cognitive growth of every child.
- Participates in professional development activities that includes school wide initiatives, individual goals, and professional conferences.
- Participates in collaborative activities such as age level curriculum and planning meetings

Classroom Organization

- Maintains a stimulating learning environment by updating bulletin boards monthly, organizing classroom activities and setting up learning centers.
- Implements effective behavior and classroom management systems utilizing mission appropriate correction/discipline making sure to document behavior incidents and concerns.

- Keeps room clean and organized.

Curriculum and Instruction

- Integrates faith, scriptures and biblical worldview principles into the curriculum and everyday practices.
- Implements effective teaching strategies to maximize learning for every child.
- Differentiates instruction whenever possible to allow every student to reach their highest potential.
- Assesses pupil progress toward school-established, developmental benchmarks and milestones (three times per year).
- Prepares lesson plans monthly and keeps sub packets up to date.
- Posts weekly lesson summaries every Monday.
- Leads chapel as assigned.

Finance

- Responsible to work within the budget allocations related to supplies

Miscellaneous

- Greets students warmly each day and completes basic observation health checks.
- Fully aware of (and abides by) FCS emergency procedures, the Employee Safety Program, and observe all safety standards.
- Attends to minor first aid incidents for children and follows the school's documentation and reporting requirements.
- Reports any suspected abuse as mandated by law.
- Follows all rules and guidelines outlined in the Staff Handbook.

REPORTING:

- Reports directly to the Preschool Director. Aides work closely with classroom teachers.

SHARED VALUES:

- **"I can do that."** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **"Make it better."** We are committed to a culture of improvement. We will never arrive. There's always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **"Family is my first ministry."** Ministry begins at home. Strong families are the bedrock of church leadership and a healthy church. We won't sacrifice our families on the altar of ministry, and we won't use our families as an excuse for procrastination, laziness, or failing to advance our mission.
- **"Make it happen."** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made we will make it happen. We value doing over dreaming.
- **"Work should be fun."** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **"Keep it simple."** We will fight the urge to create more complexity. We will say "No" unless we're presented with a golden opportunity or notice a fatal flaw.

Position Type: Regular, Full-Time, Non-Exempt, Administrative/ Professional

Work Schedule: Twelve-months. Varies depending on role.

Time Off: Paid sick leave, vacation, and holidays

Benefits: Medical, Dental, Vision, Retirement, Disability, Life Insurance and Tuition discount for Foothill Christian School and Preschool

Pay: \$15.50 -\$18.00 per hour for preschool teachers and aides new to FCP. (Initial salary depends upon qualifications, education, ECE units and experience.)