
TODDLER PROGRAM TEACHER
FOOTHILL CHRISTIAN PRESCHOOL

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

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. 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:

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- A personal relationship with Jesus Christ.
 - Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
 - Commit to exhibiting a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
 - Reflect a relationship with Jesus Christ by being a person of high character and consistently acts with clear values and beliefs.
 - Faithfully attend and actively participate in a local church that is in agreement with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life, verified annually.

STATE REQUIRED MINIMUM QUALIFICATIONS:

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- 12 units in Early Childhood Education. Plus 3 infants toddler units.
 - Six months' experience in a teacher role at a licensed preschool.
 - Physical and TB tests: Fingerprint clearance and Child Abuse Index.
 - 1.5-hour Health and Safety Course, which includes CPR training.
 - Mandated reporting and Department of Pesticide Pest management certification.

ABILITIES:

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- Lift 35 lbs. or the weight of a small child.
 - Stand for long periods of time.
 - Certified in child CPR & First Aid (renewed every two years).
 - Develop positive and effective working relationships with administrators, staff, families, and others.
 - MMR; DTap shots, background checks, and Child Abuse Index.
 - Pesticide Training Certificate.

KNOWLEDGE, SKILLS, and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's culture and basic theological principles.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.
- Preschool and childcare experience, understanding the dynamics and needs of children.

Skills

- Maintain biblical integrity when interacting personally with constituents.
- Organizational skills.

- Calm under pressure.
- Prioritization skills and discerning urgent matters against daily goals and outcomes.

Relationship Building

- Cultivate and develop relationships with students, families, employees, etc.
- Work well with others.

Mental Demands

- Follow directions and procedures.
- Take constructive criticism and design suggestions.
- Interpersonally agile; easy to approach and talk to.

Physical Demands

- Lift up to 35 pounds.
- Stand for long periods of time up to 80% of the day.
- Visually supervise children at all times.
- Move about the facility, playground, attending to the immediate and changing needs of the children.
- Hear a child in distress and move quickly to that child.

Environment

- Provide appropriate care and supervision for preschool students in a safe, organized, and loving environment for indoor and outdoor environments.

Technologies

- Various software programs. Examples include: Google suite of products; MS Teams, Brightwheel, and Paylocity. Regular use of Ipads, laptops, and photocopy machines.

SPECIFIC DUTIES and RESPONSIBILITIES:

Leadership

- Advance the cooperation and mutual support between the school and church.
- Attend various school events. This can include after work and weekends.
- Conference with parents at established times regarding student concerns or needs.
- Maintain consistent and effective communications with parents.

Skills and Abilities

- Understand pupils, i.e., learning styles, emotional needs, and approved accommodations.
- Search for ways to differentiate learning and ways of motivating students to excel.
- Provide experiences which will promote spiritual, physical, social, and cognitive growth of every child.
- Participate in professional development activities that include school wide initiatives, individual goals, and professional conferences.
- Participate in collaborative activities such as age level curriculum and meetings.

Classroom Organization

- Maintain a stimulating learning environment by updating bulletin boards monthly, organizing classroom activity centers using Frog Street curricula and setting up learning centers.
- Keep the room clean and organized and not cluttered, including the teacher desk areas.

Curriculum and Instruction

- Integrate faith, scriptures, and biblical worldview principles into everyday practices.
- Begin everyday with the Bible Curriculum from Planted. Use Bible box daily, teach prayer, use the teacher guide in Planted Bible Curriculum to teach lessons differently every day to reach each type of learner.
- Implement effective teaching strategies to maximize learning for every child using Frog Street curriculum.
- Set up and run a classroom in a developmental, hands-on center-based rotation, enriching centers to maximize learning.
- Use Conscious Discipline breathing techniques to calm children and deal with challenging behaviors.
- Use Process art in place of product art for students' creativity and learning.
- Differentiate instruction whenever possible to allow every student to reach their highest potential.
- Assess pupil progress toward school-established developmental benchmarks and milestones.
- Post lesson plans and send out corresponding information to parents via Brightwheel monthly.

- Keep teacher sub packets up to date.
- Post curriculum themed Parent letters every Monday.
- Lead chapel as assigned.

Finance

- Responsible for work within the budget allocations related to supplies.
- Have integrity with Ramp card, submitting all proper documentation on Ramp.

Miscellaneous

- Greet students warmly each day and complete basic observation health checks.
- Fully aware of, and abides by, FCP emergency procedures, the employee policies and observe all safety standards.
- Attend to minor first aid incidents for children and follow the school's documentation and reporting requirements.
- Report any suspected abuse as mandated by law.
- Follow all rules and guidelines outlined in the staff handbook.

REPORTING:

- Report directly to the Preschool Director.

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.
- **“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:

- Full Time.
- Regular.
- Non-Exempt.
- Level 2.

Schedule: 12 months. Hours vary based on work needs.

Hours: 40 hours a week; these hours may fluctuate or change depending on enrollment and work needs.

Pay: \$19.50 - \$23.00

Benefits: Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information.