

Jr. K/TK TEACHER (Kids Cottage) SCHOOL

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, technology, and other resources are important, but God uses teachers to change lives. Foothill is looking for a dynamic individual who will continue the advancement of the school's academic rigor, innovative programs, and spiritual formation in a God-honoring environment that is *Decidedly Academic...Distinctively Christian!* They must be a Christian who is actively involved in a local church. They must be a person of integrity, good character, and possess a growth mindset. This person should have a winsome personality and be friendly to students, parents, and staff. It is important to remember that students and families first love their teacher, then their teacher's God!

QUALIFICATIONS:

- 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 exhibit 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.
- Associate degree from an accredited college or university required.
- A minimum of 12 units in Early Childhood Education and 6 months of qualifying experience in a licensed preschool required.
- Bachelor's degree in Early Childhood Education, Child Development, Elementary Education, Education, or a related field is strongly preferred.
- Experience teaching preschool, TK, or kindergarten is preferred.
- California teaching credential, Child Development Permit, and/or ACSI Early Education Teacher Certification is preferred.

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.
- Knowledge of early childhood development and age-appropriate learning practices.

Skills

- Maintain biblical integrity when interacting personally with constituents.
- Organize well.
- Calm under pressure.
- Prioritization skills and discerning urgent matters against daily goals and outcomes.

Relationship Building

- Manage student behavior in mission appropriate ways.
- Develop a positive relationship with staff, parents, and students.

- Provide fun activities, games, and exercises for students' enjoyment.
- Promote school programs and student activities.
- Work well with others.
- Perform other duties as requested by school leadership.

Mental Demands

- Understand verbal and written instructions.
- Cooperate with others.
- Follow directions.
- Problem solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.
- Accept feedback.

Physical Demands

- Stand for long periods of time.
- Lift up to 35 pounds.
- Visually supervise children at all times.

Environment

- Work well with others and share resources.
- Work in a fast-paced environment.
- Maintain safe and clean work conditions in the areas assigned.

Technologies

- Use a computer, accessing email and Foothill Teams.
- Proficient with ACS, Microsoft Excel, Word, and Google Docs.

SPECIFIC DUTIES and RESPONSIBILITIES:

Leadership

- Advance the cooperation and mutual support between the school and church.
- Attend Back to School Nights, Open Houses, Prospective Parent Meetings, Fundraising events, and various school events.
- Meet with parents regarding student academic and behavioral issues as needed.
- Maintain consistent and effective communications with parents.

Qualities

- Understand pupils (i.e. - learning styles, emotional needs, approved accommodations and modifications).
- Search for ways to differentiate learning, and for ways of motivating students to excel.
- Provide experiences which will promote spiritual, physical, social, and the academic growth of every child.
- Participate in a professional development program that includes school-wide initiatives, individual goals, attending workshops, continuing education, and professional conferences.
- Participate in collaborative activities such as grade level meetings and common assessments as part of a professional learning community.

Classroom Organization

- Monitor and enforce the school dress code policy.
- Maintain a stimulating learning environment by organizing classroom activities to ensure the work of individuals and groups is orderly and effective.
- Implement effective behavior and classroom management systems utilizing consistent and proactive discipline.

Curriculum and Instruction

- Integrate faith, scriptures, and biblical worldview principles into the curriculum and everyday practices.
- Implement effective teaching strategies to maximize learning for every child. This begins with setting high expectations, organizing content for effective presentation, employing different techniques (including blending learning) and instructional strategies to accommodate various learning styles.
- Differentiate instruction whenever possible to allow every student to reach their highest potential.

- Assess pupil progress frequently and give clear, specific, and timely feedback.
- Keep teacher sub packets up to date.
- Post weekly lesson summaries every Monday.
- Lead chapel as assigned.

Finance

- Work within the budget allocations related to supplies, field trips, and classroom parties.
- Manage expenses, submit all proper documentation, and maintain integrity.

Miscellaneous

- Counsel students as needed (spiritually, discipline, etc.).
- Knowledge of and abide by FCS emergency procedures, the Employee Safety Program, and observe all safety standards.
- Attend to minor first aid incidents for children and follow the school's documentation and reporting requirements.

REPORTING:

-
- Report directly to the Head of School.
 - Work with: Vice Principal of Curriculum and Instruction, Vice-Principal of Student Programs, Child Care Director, Faculty.

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: 10 months. Early August through end of May.

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

Pay: \$20.50 - \$24.00 Rate depends upon qualifications, education, credentials, and experience

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.