



Kids Express Preschool

Tina Palguta, Director

717-464-1439



Job Description for Teacher at Kids Express Preschool

Title: Teacher

Spiritual Qualifications

The employee shall be a Christian role model in attitude, speech, and actions toward others. He/she shall have the spiritual maturity, academic ability, and personal leadership qualities necessary to “train up a child in the way he should go.”

Physical Qualifications

Employees of Kids Express Preschool must be able to observe, listen, and respond to the needs of children and to emergencies or conflicts that might arise in a classroom, on the playground, and in common areas. Employees must have the ability to lift children of up to fifty pounds from the floor to waist high, ten to fifteen times a day; to crouch to a child's height and maintain eye contact at a child's level; to sit on the floor; to stand tall enough to reach children who are on play equipment; and to determine and communicate cognitive, social, and physical needs of children orally and in writing in the English language. Employees must feel confident that they can care for up to 14 children alone and can handle the stress, tension, and exasperation of daily contact with staff members, parents, and children.

Other desired qualifications

1. Has a minimum of two years' experience working with young children in a classroom setting, preferably with at least one year as head teacher.
2. Possesses an ability to interact effectively with parents, peers, and administrative staff.
3. Has at least nine semester hours of college-level credits in child growth and development or early childhood education.
5. Alternatives to the above qualifications as the director finds appropriate.

Reports to: Kids Express Preschool Director

General Description of Duties

A KEP teacher is responsible for planning and implementing an appropriate educational program for the children assigned to his/her class, following the guidelines in KEP's approved curriculum. The teacher is also responsible to fulfill assigned duties and tasks, attend staff meetings, attend designated school events, and abide by the terms and policies of the school as presented in the Kids Express Preschool staff handbook and policy handbook.



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Performance Responsibilities

Classroom Management

1. Will plan, supervise, and implement a program for the class in accordance with the policies and the Christian philosophy of Kids' Express Preschool.

Performance Responsibilities Continued

2. Will plan, implement, and supervise a daily classroom program in early education that will address the spiritual, physical, emotional, social, and mental needs of the individual child in a group environment. Will plan and use an age-appropriate curriculum that permits the child to exercise his/her initiative and will respond within a relatively controlled and clearly defined structure.

It is the teacher's responsibility to write lesson plans using materials from the provided, approved curriculum. Additional resources are acceptable as needed. The provided curriculum is the MAIN source of curriculum. These lesson plans are to be turned in to KEP's director weekly and prior to implementation.

3. Will treat all children with dignity and respect. Will follow the basic school discipline formula, taking the initiative to clearly communicate discipline concerns to the director and to the parents. Will abide by a code of confidentiality in all discipline cases.
4. Is responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom with respect for Grace church's classroom programs.
Rooms are to be organized or a DAILY basis.
5. Is responsible for an equal share of joint housekeeping responsibilities of the staff.
6. Will attend all staff meetings and training sessions. Staff meetings are held on a monthly basis for teachers.
7. Will implement methods for effectively utilizing the assistant teacher and/or aides, including clear communication and supervision. Will give input to the director on assistant teacher evaluations.
8. Will plan and implement methods of establishing positive communication with parents. This duty includes making daily contact with parents as well as attending specific events and meetings: e.g., Back-to-School Night, open house, and conferences. Will initiate extra conferences as needed throughout the school year with the input of the director.
9. Will evaluate on an ongoing basis the spiritual, social, emotional, and intellectual level of each child. Will give a formal evaluation two times in each school year using KEP's forms.
10. Will assist in designated public-relations events sponsored by the school including website updates.
11. Will maintain current infant/child CPR and first-aid certification.



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12. Additional duties:

- Reporting maintenance needs in the classroom
- Performing additional duties as assigned by the director
- Publishing a weekly (PreK) or bi-weekly (3s & 2s) newsletter. Will update the website accordingly.

13. Is supervised during the school year by the director and any other designated administrators. Is observed throughout the year by the director, and is **given both informal and formal evaluations.**

14. Performs additional appropriate duties as assigned by director and/or board.