



Job Title	<i>Early Learning Teacher (PT)</i>
Department	<i>Marriner Christian Academy</i>
Reports To:	<i>Executive Director of Marriner Christian Academy</i>
FLSA Status	<i>Part-time</i>
Prepared By:	<i>Administration</i>
Prepared Date	<i>May 2016</i>
Approved By:	<i>Senior Pastor/Minister of Administration</i>
Approved Date:	<i>May 2016</i>

Job Summary

To provide a stimulating, safe, and developmentally appropriate educational environment where preschool children have the opportunity to develop cognitive, social, emotional, physical, and spiritual skills. To provide daily lesson plans with stated behavioral objectives.

Purpose

The Early-Learning Teacher is responsible for encouraging healthy development and nurturing of important foundations for students.

Character Traits

Stable Mature Christian, Dependable, Loyal, Discreet, Friendly, Professional, Neat, Servant Spirit, Strong Leadership Qualities, Detail-Oriented, Organized, Integrity, Ethical, Distinguished Work Ethic, Flexible, Respect for Others, a Team Player with a passion for efficiency and excellence in service.

Essential Duties and Responsibilities

The following, while not an exhaustive list of duties associated with the position, is intended to familiarize you with the general requirements this role entails.

1. Plans and implements curriculum driven lessons for preschool children.
2. Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children.
3. Plans and prepares classroom setting; ensures safety in the classroom; supervises children in the classroom; provides a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors.
4. Completes accurate daily attendance reports.
5. Demonstrates knowledge of subject matter.



6. Presents content clearly and accurately.
7. Uses a variety of strategies and/or modeling techniques.
8. Utilizes current information and materials.
9. Uses time management techniques.
10. Demonstrates established routines and procedures.
11. Maintains an atmosphere of respect, trust, and courtesy.
12. Uses assertive discipline.
13. Participates in professional meetings.
14. Demonstrates punctuality.
15. Adheres to policies/procedures of Marriner Christian Academy.
16. Demonstrates a responsibility for professional growth by seeking continuing education.

Qualifications and Credentials

Personal:

1. Be an active member and tither of a local church.
2. Able to be a consistent positive role model.
3. Able to make decisions and follow-through on commitments.
4. Recognized integrity and credibility.
5. Proven ability to maintain confidentiality and to be trustworthy.
6. Able to pass background check.

Spiritual:

1. Walk daily with Jesus, continuously seeking a stronger personal relationship with Him and must have a heart for worship and the willingness and flexibility to work effectively with others.
2. Possess a passion for God and a strong desire to spread the message of Jesus Christ to others on a personal and professional level.
3. Subscribe to and support the Mission of the church, the Pastor's three-point vision, the Statement of Faith and the Core Values as indicated in F.I.R.E.
4. Commit to prayer and fasting about ministry decisions and activities.

Professional:

1. Physically able and technically proficient to perform tasks outlined in responsibilities and duties section as listed.
2. Understand and subscribe to work safety practices in the working environment.



3. Establish consistent, productive working relationships with those involved in coordinating the worship experience and the operations of the music ministry.

Knowledge, Skills and Experience

1. Must be a Christian and active in a Bible teaching church.
2. Must hold a bachelor's degree preferably in early childhood, child development, or child psychology from an accredited college or university.
3. Requires 2 years' experience including hands-on in a nursery school, kindergarten, licensed day care center, or elementary school.
4. Must be able to communicate effectively with young children, co-workers, parents, and the public.
5. Must possess critical and creative thinking skills and must have classroom management skills.

Work Schedule Expectations

Pay range: commensurate with experience and qualifications.
