

NEW WILMINGTON PRESBYTERIAN CHURCH PRESCHOOL PROGRAM

NWPC Preschool Vision: *As a Christian outreach, the NWPC Preschool will partner with families in the God-given task of educating the total child, cultivating the spiritual, cognitive, emotional, social, and physical dimensions of each child of God.*

POSITION: Director/Teacher, Part Time/Part Year **WAGE:** hourly, minimum of 26.5 hours, weekly

PURPOSE: Provides instruction and guidance to preschool children in alignment with the NWPC Preschool vision.

QUALIFICATIONS:

Education: Bachelor's Degree with Early Childhood Education, or a Bachelor's Degree in Elementary Education, or a BS in a Related Field with Early Childhood Experience. Related fields may include: Child Development, Psychology, Sociology, Social Work, Education, Pediatric Nursing, Home Economics/Family & Consumer Science, Recreation, Child and Family Studies, and Business.

Experience: Early Childhood Christian Education experience, preferred

Skills, Abilities, and Knowledge:

- a. Problem solving ability where independent judgement may be required.
- b. Ability to maintain confidentiality.
- c. Excellent interpersonal skills.
- d. Effective oral and written communication skills
- e. Machine operation including calculator, computer, photocopier.

REPORTS TO: NWPC Preschool Board

SUPERVISES: Assistant Teacher, Classroom Volunteer

JOB REQUIREMENTS:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly.

Physical Effort: Must frequently stoop, crouch, bend. Occasional lifting up to 25 lbs.

Special Demands: Moderate travel. Valid PA driver's license. Potential eye strain

Special Requirement: History verification showing free of child abuse/neglect by authorities Act 33/34 Clearances and staff health assessment completed. TB tine test, FBI Clearances.

RESPONSIBILITIES: Duties may include any or all of the following. List is intended to be representative.

1. Implements curriculum designed to meet educational, social, spiritual, and health needs and abilities of children.
2. Remains up-to-date on information that pertains to the needs of the children in the program including Pennsylvania's Early Learning Standards for Pre-K, developmentally appropriate practice and other applicable standards.
3. Maintains strict confidentiality with respect to NWPC Preschool children, families and staff in accordance with established policies and procedures.
4. Implements education lesson plans and daily programs for children in accordance with each child's need, based on a method of observing and recording children's interests and current levels of functioning.
5. Supports social and emotional development and provides positive guidance and discipline.
6. Provides opportunities for children to develop social relationships by promoting fair play and sociability through games and group activities.
7. Maintains commitment to professionalism, continues own professional development so that decisions are based on knowledge of early childhood theories and practice.
8. Attends professional development events as determined appropriate.
9. Supervises and eats nutritionally prepared snacks with the children as a curriculum activity, to model good nutrition and proper social skills.
10. Participates in and supports Parent and Family involvement activities.
11. Responsible for and supports respectful inclusion of children with all special needs into the classroom community.
12. Provides a stable classroom routine and environment.
13. Screens, observes, and assesses children as required.
14. Meets with parents to discuss children's progress at least twice per year.
15. Participates in Board meetings discussing program operation methods, child guidance, parent involvement, etc.
16. Assists with the recruitment of children as required.
17. Involves parents in the educational activities of the program to emphasize their role as the principal influence on the child's education and development and to assist parents to increase their knowledge, understanding, skills and experience in basic child development.
18. Supervises and evaluates classroom, assistant teacher, and volunteers.
19. Performs other related work as required on behalf of the preschool.
20. Supplement curriculum with age appropriate Christian Education.