

# Mission Hills CHURCH

## **JOB DESCRIPTION: Preschool Teacher**

While this job description is current at the time of distribution, Mission Hills Church reserves the right to make changes.

### **PURPOSE:**

The purpose of this position is to assist the Board of Elders and the Senior Pastor to grow a healthy church and preschool through a balanced emphasis of the church's calling and commitments. The further purpose is to assist the Preschool Director develop, implement, and maintain a healthy, safe, learning experience and ministry to the children and families of MHC and our community.

### **JOB RESPONSIBILITIES AND DUTIES:**

- A. Assist the Preschool Director in implementing curriculum that reflects the calling, commitments and practices of Mission Hills Church.
- B. Ensures that each child receives a balanced and appropriate learning experience that reflects biblical teaching and employs Child Appropriate Practices guidelines.
- C. Takes pride in making sure that every child and family served by MHC Preschool is treated responsibly and with respect and dignity regardless of age, marital status, spiritual maturity or race.
- D. Develops appropriate relationships with each child and family in attendance through formal conferences and informal interaction.
- E. Maintains all required and appropriate attendance records in according with state and licensing guidelines and approved policies and procedures.
- F. Ensures that the dismissal of each child at the end of the day is handled in accordance with state guidelines and approved policies and procedures.
- G. Maintains record of each child's educational and spiritual progress according to age and expectations. Schedules and attends parent/teacher meetings when necessary.
- H. Evaluates children's health as they arrive for each session taking the appropriate action if a child is found to be sick.
- I. Maintains a stimulating, clean, and safe learning environment. Works together with MHC Sunday School Coordinators to adequately maintain and appropriately coordinate classroom set-ups.
- J. Ensures that all toys and equipment items are regularly cleaned and in safe working order. Reports unsafe equipment to Preschool Director and disposes of broken and/or unsafe toys.
- K. Arrives punctually and is professional in manner.
- L. Completes other job-related responsibilities, as required and agreed upon.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

## **ORGANIZATIONAL RELATIONSHIPS:**

1. This position reports to the Preschool Director, who will help to ensure a healthy and balanced personal and family life is maintained despite the demands of a rapidly growing program.
2. Serves on the Preschool Staff and interacts with other teams within the church.

## **TRAINING AND DEVELOPMENT:**

Is willing to develop professionally as well as personally and spiritually by personal study, attending educational seminars, and classes.

## **JOB SKILLS AND QUALIFICATIONS:**

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Endorses without reservation the Church's Statement of Faith, core values, and overall ministry strategy.
3. Regularly attends the worship services at Mission Hills Church or local like-minded church.
4. Possesses a High School diploma.
5. Has completed Early Childhood Development Classes 100 and 115 as well as has completed or is enrolled in two of four Child Development Curriculum classes (Child. Dev. 125, 130, 135 or 140), pursuant to the California State Licensing requirements.
6. Possesses active CPR/First Aid Certification.
7. Has a comprehensive understanding of children's needs and development.
8. Can accurately communicate the Scriptures in a relevant way to young children.
9. Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, etc.
10. For Our Staff Culture: Possesses the gifts necessary to teach preschool children and the desire and ability for *heart-first* leadership; has a heart of *love for people* through good *listening skills* and a willingness to provide a *safe* environment to all that are seeking hope in life's situations; a desire to equip children with the truth of the gospel of Jesus Christ (our hope); has the ability to cooperate with others and administrate a classroom and programs; has a personality that can provide meaningful *empathy* towards others accompanied with a *sturdy*, teachable and growing faith in Christ that is *honest* with themselves, with others and with Jesus Christ in order to allow God to use their unique life experiences to minister to others.
11. Embraces the ambassadorial role in representing the beliefs, mission, core values, purposes, and strategy of MHC and can represent the vision and passion that MHC has for children and their families.

## **PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to children's needs and development. Physically able to lift up to 25 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.