



Before / After Care Lead Teacher Job Description

Title: Lead Teacher of Before or After Care Programming, Part-time

Reports To: Director of Programming

Qualifications

A teacher of Bethel Highlands Preschool must have a sense of call and a passion for ministry with preschool age children and their families. This person should have significant experience in preschool/elementary education and possess good communication skills with both young children and adults.

Specific requirements include documented experience in childcare. Highschool GED and must be 18 years of age or older. College experience preferred. Excellence in student/teacher relationships, communication, and working with other preschool staff and students is desired for the purpose of this early childhood ministry. The teacher must be able to work well with all staff, volunteers, director, and parents.

Responsibilities

Subject to review and adjustment in conjunction with the Program Director, Operations Manager, and the Bethel Highlands Preschool Board, the following constitute the major responsibilities of the preschool teacher:

Classroom and Student Duties:

- The teacher is responsible for planning and supervising the program for the weekly after care program by creating planned activities to correlate with the school-wide thematic units. In creating these plans the teacher will include social, art, movement, language arts and literacy, music, technology, math, and science/sensory activities. The teacher must be well prepared and have all necessary materials in place to execute weekly activities.
- The teacher should create a positive learning atmosphere, making certain that they meet the needs of the individual child in terms of social, emotional, and intellectual development.
- The teacher must make certain that the classroom is pleasant, orderly and conducive to learning. The teacher should also make available age-appropriate learning materials, establishing and enriching learning centers in the classroom.

Administrative Duties:

- The teacher is required to successfully pass a background check in Wisconsin and any other state in which teacher previously resided within 30 days of hire. Background checks may be evaluated at any time. Teacher is required to report to director any pending charges or violations.
- BHP will provide opportunities for continuing education during the August orientation week and monthly staff meetings, **which all teaching staff are required to attend.**
- The teacher must maintain certification in Infant/Child CPR, first aid, and AED. BHP will schedule a once-yearly CPR class on site. Teachers unable to attend this class are responsible for attending and paying for a class on their own time.
- The teacher must follow the NAEYC Code of Ethical Conduct, and the NAEYC performance standards.
- The teacher must understand and implement the Wisconsin state licensing standards (DCF 251).
- Teacher must have prior approval of time off from the Director of Programming.
- The teacher must maintain records, as required by the state, of attendance, emergency procedures, accident reports, and other documentation as directed by administration.
- The teacher must be competent and comfortable using technology for communicating daily with families.



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School Duties:

- All toys, furniture, and materials must be well maintained, clean, and in good condition. Teacher will be responsible for some light cleaning duties in the classrooms (such as cleaning tables and sweeping the floor).
- The teacher must be willing to participate in holiday programs and school-wide fundraising events if requested by the directors.
- The teacher will work cooperatively with all staff to enhance existing ministries and develop new ones to reach an ever-growing and dynamic population within and beyond Bethel, occasionally to include community events.

Relational Duties:

- The teacher will encourage, inspire, and nurture preschool children and their families in the love of Jesus and sharing the Good News.
- The teacher will emphasize and value the fostering of a team-spirit among the staff of Bethel Highlands Preschool and recognize the importance and role of each staff member in the life and ministry of the congregation.
- The teacher will be a mentor, companion, resource, and role model for the people of Bethel.
- The teacher will foster and strive to grow a spirit of Christian community specifically with and between the preschool staff, preschoolers, and families.
- The teacher will report suspected child abuse/neglect to Child Protective Services.
- The teacher will always conduct themselves in a professional manner. Communication with Director will occur on a regular basis, creating an atmosphere of openness and honesty.

Accountability

The teacher will work cooperatively and receive support from the director and operations manager of Bethel Highlands Preschool who will uphold you in prayer. Furthermore, the administration will strive to assist each staff member in reaching full potential while growing in faith and contributing to Bethel's goals for outreach and preschool family ministry. The Pastors and ministry staff pledge their support and will work cooperatively with preschool staff. Opportunity for review and goal setting will take place on an annual basis with the Director.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.