Job Description  
Pre-K Teacher, St. Paul's UMC Preschool and Children's Day Out

Reports to: Preschool Director  
Directly Supervises: Teaching Assistant  
FLSA Status: Exempt; Part Time (5 Day Morning Session/9 Month School Year)

Job Summary
The Pre-K teacher is responsible for providing safe and developmentally appropriate activities for a group of children 4-5 years old. The teacher creates a classroom environment that addresses the needs of the whole child, fosters children's natural curiosity, and prepares them for Kindergarten.

Essential Functions:
- Plan and implement developmentally appropriate activities that meet the physical, emotional, intellectual, social, and spiritual needs of the children in the program  
- Work with children individually and in large groups to foster learning  
- Post weekly lesson plans  
- Prepare a monthly newsletter  
- Understand and adhere to all health and safety requirements of KDHE and St. Paul's UMC  
- Establish a positive relationship with children, families, co-workers, and church staff at St. Paul's  
- Observe and document children's growth and development  
- Report developmental/behavioral concerns to Director  
- Create a portfolio for each child  
- Complete progress reports for each child  
- Facilitate Parent/Teacher conferences  
- Implement positive classroom management/discipline techniques  
- Prepare an environment that is clean and appealing  
- Make sure all materials and equipment are in good repair  
- Attend monthly staff meetings  
- Attend trainings (10 clock hours/year required)  
- Attend programs that may occur in the evening (open house, music programs)

Core Competencies:
- Mission Ownership:  
Demonstrates understanding of and embraces St. Paul's UMC mission, values, and vision. Can articulate and share these with others.
- Spiritual Maturity:  
Models and practices a vigorous plan of discipleship that includes active participation in faith development.
- Interpersonal Skills:  
Treats children, families, co-workers, and all others with respect. Demonstrates an optimistic attitude and cheerful demeanor. Listens actively and accepts constructive criticism. Works with others to resolve conflicts in a productive and positive way.

Minimum Qualifications:
- Associates Degree in Early Childhood Education or Child Development  
- Two years of classroom teaching experience in a licensed preschool  
- Proficiency in communication skills, both oral and written

Physical Qualifications:
- Must be able to move freely in and out of classrooms and work on the child's level of sight  
- Must be able to lift 35 pounds.