

# **Bethel Highlands Preschool**

## **Lead Teacher Job Description**

Title: Teacher (Full-time or Part-time)  
Reports To: Preschool Director and Bethel Highlands Preschool Board

### **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 teaching, college-level education and/or continuing education in the preschool field (specific credit requirements to apply), and licensure or certification in early childhood education as defined by The Registry, Wisconsin licensing standards, and/or the Wisconsin Department of Public Instruction. Excellence in student/teacher relationships, communication, and working with other preschool staff and students is desired for the purpose of developing a passion for this early childhood ministry. This person should see this position as a call to ministry of preschool age children and their families. 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 Preschool Director 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 implementing, planning and supervising the program for the class, creating detailed lesson plans to correlate with the school-wide thematic units. In creating these plans the teacher will include social, art, movement, language arts and literacy, music, computer, math, and science/sensory activities. The teacher must be well prepared and have all necessary materials in place to execute a daily lesson plan, as well as a posted weekly lesson plan.
- The teacher should create a positive learning atmosphere, making certain that he/she meets 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. This includes displaying student work or unit-related displays in the classroom or hallways. The teacher should also make available age-appropriate learning materials, establishing and enriching learning centers in the classroom.
- The teacher must complete BHP's written assessments for each student and offer an individual conference with the parents of each student twice yearly as scheduled.
- In addition to regular daily, weekly, monthly parent communication, the teacher must communicate with any parent (and Hudson School District Early Childhood if needed) as the need arises regarding the child's abilities and progress, while keeping the director informed of concerns or interventions.

### **Administrative Duties:**

- The teacher is responsible for completing the Registry certification process, and gathering all required data for the process. Director will assist as needed, and BHP will pay for initial certification fee. Teachers will be responsible for the cost of re-certification each year and ensuring records are up-to-date. Director will keep record of continuing education hours and training, a copy of which will be available to teachers at any time.
- The teacher is required to successfully pass a background check in Wisconsin and any other state in which teacher previously resided. Background checks may be submitted at any time. Teacher is required to report to director any pending charges or violations.
- The teacher is responsible for ensuring the appropriate amount of continuing education hours are fulfilled. Full time teachers need 25 hours in a year (5 of which may be independent study). Part time teachers who are scheduled less than 20 hours a week need 15 hours of continuing education in a year (2.5 of which may be independent study). BHP will provide opportunities for the majority of continuing education requirements 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 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).
- The teacher must make efforts to schedule a substitute teacher as needed utilizing our list of qualified substitutes. Teacher must have prior approval of time off from the director, and provide a detailed schedule of activities for the day of absence.
- The teacher is responsible for working within the classroom budget, as indicated specifically by the director.
- 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.

### **School Duties:**

- In consultation with the preschool director, the teacher will share the operational duties of the preschool (i.e. supply requests and storage, correspondence, inventory, programs, bulletin boards, mail sorting, records, maintenance requests, etc.) as needed and shared equally among all teachers.
- All toys, furniture, and materials must be well maintained, clean, and in good condition.
- The teacher shall be present and available at parent orientation meetings and open houses.
- The teacher must participate in holiday programs and school-wide fundraising events.
- 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 work with other early childhood professionals as needed for the servicing of the children in his/her care.
- The teacher will report suspected child abuse/neglect to Child Protective Services.
- The teacher will conduct herself in a professional manner at all times. 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 of Bethel Highlands Preschool who will uphold you in prayer. Furthermore the Preschool Director 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.