

Position Description

Position Title: Teacher

Immediate Supervisor: Center Director

Job Summary: *Responsible for the daily management and supervision of the classroom and children. She/he is assisted in the classroom by an Aide.*

- **Carry out the mission and purpose of the programs**

Further the mission of Grace Christian Children's Center – "Where caring people enrich the lives of children and families through Christ-centered learning". Make sure to meet the emotional, physical and cognitive needs of each child.

- **Curriculum Planning**

Develop and maintain lesson plans for the class in accordance with the policies and philosophy of the school. Planning will include researching appropriate themes and developing an integrated program including language arts, math, science, social studies, music, art, physical education, social and emotional, large and small motor and spiritual. Gearing the program to the needs of individual children with concern for their interests, handicaps, special talents, and individual style and pace of learning. Considering individual children in relationship to their cultural, socio-economic backgrounds and helping them become more aware of their roles as members of a group.

- **Environment**

Responsible for the ordered arrangement, appearance, décor, and learning environment of the classroom. Effectively use the services of classroom aides and volunteers. The classroom will be clean and welcoming.

- **Public Relations**

Will attend and promote public events sponsored by Grace Christian Children's Center.

- **Policies and Procedures**

Assures that the classroom remains in compliance with all of the requirements of the governing regulatory bodies (Oregon Office of Child Care, Scappoose Fire Department, Public Health and Safety) and Lutheran Accreditation with NLSA (National Lutheran School Accreditation). Authorized and capable of correcting deficiencies in the Director's absence.

- **Relationships**
Maintain positive relationships with parent/guardians, students, and fellow staff members as well as relationships with Pastor, GCCC Board of Directors, and congregation members. Be receptive and responsive to parent (or prospective parents) concerns and questions. Make necessary arrangements when there is a need for a parent conference or progress meeting.
- **Housekeeping**
Assume an equivalent share of the joint housekeeping responsibilities of the classroom.
- **Mealtime**
Assists children with breakfast, lunch, snacks and clean-up.
- **Health and Safety**
Maintain classroom ratios and follow attendance policies, understands the Office of Childcare requirements regarding child discipline, responds immediately to children who are expressing any forms of distress, assist children with hygiene and self-help needs in a safe and appropriate manner, follow all State licensing safety and hygiene procedures, immediately report and correct all unsafe conditions, able to direct emergency drills and procedures, assist with classroom paperwork such as daily accident reports and attendance records.
- **Education**
Participate in recommended training programs, conferences, courses and other aspects of professional growth to meet a minimum of 15 clock hours of continuing education per year.
- **Maintain Confidentiality**
- **Other Duties as Assigned**
Will carry out any other functions deemed necessary by the Director