

*West Side Christian Church
Topeka, Kansas*

Position Description
Pre-School Teacher

Date Prepared: 7/22/2017

STATUS: Part-time, \$11.00/hour

HOURS: Approximately 3 hours a week
Sundays 9am-noon

BENEFITS: none

SUMMARY: West Side Christian Church's Pre-School Teacher is responsible for leading two classes on Sunday mornings:

- the pre-school class, ages 3-4, during the Sunday school hour (9:15-10:15); and,
- the Worship and Wonder program, ages 3-5, which meets during the church service after the Young Disciples Moment (starts at approximately 10:45 and ends when parents pick up their children after the church service, approximately 11:45).

The goals of West Side's pre-school programming are to:

- 1) give children an introduction to the bible, emphasizing God's love for us all; and,
- 2) emphasize worship/Sunday-school-appropriate behavior that will establish good habits for years to come.

SUPERVISOR: The Christian Education (CE) Committee's Nursery Coordinator will be the main contact for the Pre-School Teacher. Curriculum is ordered through the CE chair, and direction may also be offered by the senior minister.

RESPONSIBILITIES:

1. Provide age appropriate care in a safe and clean environment for the children at all times.
2. Children shall not leave the classroom without a designated adult. Children must use the bathroom in the nursery where the nursery worker(s) will supervise the visit, leaving the pre-school teacher to stay in the classroom with the other children.
3. Curriculum will be provided for Sunday school and Worship and Wonder. Feedback on the curriculum used is welcomed, as well as suggestions for the classroom format and structure.
4. Medications will not be administered by the Teacher; inform parents they will need to return if medication dosages should be given during the Sunday school or Worship and Wonder sessions.
5. **For Sunday school:**

- For Sunday school, the children will be dropped off by their parent. Parents shall sign their child in on the Nursery sign-in log, leaving a cell phone number should contact be necessary.
- Attendance will be taken on sheets provided in the classroom and an opportunity for an offering will be given at the beginning of class; place any offering in the envelope provided. Both the attendance sheet and the offering envelope will be picked up after the Sunday school hour.
- Most Sundays, children are taken to choir practice from 10-10:15. If large group, ask the choir director if you should stay to help.

6. For Worship and Wonder:

- The leader will pick up the children in the Narthex (entry-way to sanctuary) after the Young Disciples Moment. A good practice would be to join the church service soon after it starts at 10:30 so you are present when the children are ready to be taken upstairs for Worship and Wonder.
- Parents may accompany their children to Worship and Wonder, but the Leader should encourage the parent to return to church once all are settled.
- Attendance will be taken and kept by the Teacher in a notebook which will be kept in the classroom.
- A snack will be provided during the session, including juice, provided by WSCC. Children should eat their snack at the table and only during the designated snack time.

QUALIFICATIONS AND APTITUDES:

1. Conduct one's life as a Christian with a commitment to Jesus Christ demonstrated through personal reference(s).
2. 2+ years experience, professional training and/or education in early childhood development/teaching; experience shall be demonstrated through a professional/work reference.
3. Current or past teaching experience preferred.
4. Demonstrate successful completion within the last year of a certified First Aid with CPR course. If employee does not have record of successfully completing the training or has not taken a course in the past year, West Side will pay for the Red Cross CPR-First Aid course within the first 3 months of employment.

CONDITIONS OF EMPLOYMENT:

- Prior to employee's start date, West Side will conduct a background check. Upon successful completion of the check, a start date will be determined.
- A 30-day "mutual evaluation" period is required of a new worker who has no previous relationship with West Side Christian Church. This period provides the employee an opportunity to get to know the children and other church leaders, and vice versa. After 30 days, a decision on whether or not to progress into a longer term of commitment will be made jointly by the church and the employee.

- The Pre-School Teacher must provide the results of a current (within one year) Tuberculin test and current immunizations. WSCC will pay for the initial Tuberculin test and a test every 3 years thereafter.
 - The Pre-School Teacher must be willing to take an Infant Child CPR/First Aid course through an approved provider. The cost of the class will be paid for by the WSCC. If successful completion of the course has occurred, provide a copy of the completion certificate.
 - Appropriate, casual dress for a church or Sunday school setting is expected.
 - Call the Nursery Coordinator two weeks in advance for planned absences, and as soon as possible for illness.
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(Completed upon hiring)

I have read the job description for Pre-School Leader and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (print)

Signature

Date