**Bethesda Preschool**

**Job Description**

**Position:** Preschool Teacher

**Qualifications**

The preschool teacher shall exhibit the following personal and spiritual qualities as set forth by the Preschool Committee and Education Board of Bethesda Mennonite Church:

 -have a personal relationship with Jesus Christ as Savior

 -model a Christian lifestyle and be committed to personal spiritual growth

 -be an active participant in worship and congregational life in a church

- Has read, understands, and is willing to affirm the Confession of Faith in a Mennonite Perspective by using it as a guide for instruction

 -love and accept children as individuals cherished by God

 -understand the abilities and needs of young children

The preschool teacher shall also meet the following criteria as set forth by the Nebraska Department of Health and Human Services:

 -must have reached 21 years old prior to start of the school year

 -must have a High School Diploma or General Education Diploma

 -must meet ***one*** of the following requirements:

1) have a written Department-approved plan to acquire at least 3 semester hours, or the equivalent thereof, or 15 hours of Department approved in-service in the area of child development or early childhood education in a period not to exceed 12 months

 2) have a minimum of 3 credit hours, or the equivalent thereof, in early childhood education or child development

3) have a minimum of 1 year of verifiable experience in preschool education, as indicated by a positive reference from a parent of an enrolled child, a former employer/supervisor, primary education teacher, early childhood teacher, or child development teacher

 4) have a Child Development Associate Credential

5) hold a certificate of training, community college certificate, associate degree, or bachelor degree in fields related to the education of children from birth to 8 years (i.e. child development, early childhood education, elementary education, or special education)

-must have first aid training and CPR training by school start date or willing to be certified upon hire. The CPR instructor must be certified by the American Heart Association, American Red Cross, the National Safety Council, or Emergency Medical Planning America (Medic First Aid). Written verification of current training must be available. The effective dates of the CPR training will be determined by the certified instruction program. The effective dates of the First Aid training will be determined by the instruction program. If dates are not indicated on the First Aid certificate, the training will be considered valid for three years.

**Responsibilities:**

The teacher has the following classroom duties to promote a positive environment for children:

-Supervise and ensure the safety and well-being of the children at all times, being alert to

 the needs and/or problems of the children as individuals and as a group

 -Follow established curriculum guide for assigned classes

 -Plan and implement the daily program

 -Document student progress and report to parents

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 -Keep room, storage area, and bathroom clean, neat and orderly

 -Inventory equipment and supplies, reporting maintenance needs

 -Conduct individual conferences with parents of each child on an annual basis

 -Obtain at least 6 clock hours of in-service annually for each full day per week of teaching duty

 -Be familiar with and follow all preschool policies

-Remain alert to signs of child abuse or neglect, documenting and reporting suspected cases as

 prescribed by law

-Keep Preschool Director informed of program needs, special needs or problems of children, or any case

 of suspected child abuse or neglect

 -Deal with student and family information with respect and confidentiality

 -Maintain confidential records in a secured file

 -Handle discipline promptly and in accordance with stated policies

 -Maintain open and positive communication with parents, including frequent newsletters

 describing classroom activities and curriculum goals being covered

Training:

 The Preschool Teacher will:

- Attend Mennonite Educators Conference bi-yearly, when offered

- Complete 6 hours of in-service (eg. Early Learners Guidelines)

- Complete the Power to Protect within 3 years and renewed every 5 years

- Complete Nebraska Early Learners Guidelines (ELG’s)

- Maintain current CPR/First Aid Training

- Complete Transportation training