First Presbyterian Church
Beginnings & Beyond Montessori Christian Preschool and Kindergarten

Montessori Team Teacher
Job Description

Responsible to:	Director, Preschool Board
Working with:	Head Teacher, Team Teachers, Director
Supervising:	Children
Hours:	8:00 a.m.-1:00 p.m, Monday-Friday with possibility to move to Full Time

Each staff member possesses special qualities, talents and skills which are needed to make up the well-balanced administrative, teacher and support staff of our school. Each one is part of the total staff and all are dependent upon one another. Relationships are circular and what affects one affects all. Although specific responsibilities may vary according to your job, all staff persons are charged with the total responsibility of working together in a united manner. The goal is to achieve harmony and mutuality throughout our school, with respect, tolerance, patience, honesty, trust, and friendship.

Responsibilities:

Personal

- Live a life in obedience to Jesus Christ and His will revealed in the Scriptures, providing a consistent role model of Christian virtue and repentance to children, parents, and fellow staff members.

Foster Christian Atmosphere of Preschool

- Foster an environment where God's care and love so it is experienced by staff, children and parents involved with the preschool
- Conduct weekly Bible story
- Pray for and with staff, children, and parents of the preschool
- Prayerfully support preschool and children's ministries
- Incorporate prayer daily
- Incorporate Christian music, art, and language into conversations and curriculum

Staff

- Work with the lead teacher to create, review, choose and prepare curriculum for toddler or ECE classroom.
- Participate in weekly meetings for the purpose of planning curriculum, identifying program needs and events.

Classroom

- Maintain a safe and healthy environment for the children both inside and outside
- Follow state mandates to keep a clean environment to prevent the spread of germs between children. This includes being certified to use disinfectants as the State of CA requires.
- Prepare developmentally appropriate activities and arrange the environment to support our school's philosophy.

- Be able to justify the presentation of a particular activity or material in relationship to the educational and personal growth of each child
- Keep classrooms, materials, supplies and equipment organized to present an attractive, orderly and inviting appearance to the classroom or any other area used by the preschool as in accordance to the American Montessori Society standards.
- Demonstrate concern for the personal differences between individual children in relationship to their needs, interests, development and capabilities
- Plan age level developmentally appropriate activities
- Execute creativity and resourcefulness in planning the program and in use of materials
- Maintain observational notes on the progress of each child
- Ensure that all children are well prepared for the next level by mid-May in the school year. (i.e. toddlers are ready to move to Preprimary, Pre-K are ready for Kindergarten, Kindergarteners are ready for First grade)

Parents

- Counsel parents in regards to best practices of child development
- Schedule and lead parent conferences at least 2 times per year
- Plan and facilitate parent meetings
- Write a monthly newsletter to parents and any correspondence to parents, providing copies to the Board
- Review and edit all parent communications sent from the director

Growth and Future

- Collaborate with the director to mobilize a vision of the preschool
- Collaborate with the director to develop future plans for the growth and maintenance of the preschool.

Expectations

- To stay after scheduled hours until every child has been picked up, and the yards and classrooms are in order or to assign a qualified teacher to be present in her/his absence.
- To inform the Director of personal absences as far in advance as possible
- Know the school policies and enforce them
- Be committed to the idea of continued personal and professional growth as an educator. Take classes or workshops in the field of child development and Montessori education on one's own time and expense.
- Take advantage of staff development opportunities.

Knowledge of

- The Bible and teaching methods for young children
- The broad spectrum of curriculum resources available for early childhood education.
- Cognitive, moral and faith development of young children
- Principles of organization
- Montessori philosophy
- Community Care Licensing rules and regulations.
- Computers (PC and/or Mac)

Personal Qualifications and Abilities

Qualifications

- Bachelor's degree (recommended in Early Childhood development, Montessori education or Business Administration) with units including
    - 24 semester units (or quarter equivalent) in Early Childhood Education
    - Either Montessori Early Childhood or Infant/Toddler Credential from AMS, AMI, NAMTA or other MACTE accredited agency (Both are preferred)
- Minimum 2 years' experience as a teacher
- 50 hours of professional development every 5 years as required by AMS to maintain Credential.
- Support the philosophy of the school
- Maintain good physical and mental health
- Current negative TB test, physical exam report, and updated required immunizations
- Fingerprint security clearance with the Department of Justice
- Mandated reporter training every 2 years
- CA Department of Pesticide Regulation Certificate of Basic Pest Management in the School and Child Care Settings every 1 year
- Sexual Harassment in the work place training every 2 years
- A living, personal relationship with Jesus Christ as Savior and Lord
- Well-defined theology and philosophy of Christian ministry to preschoolers
- A love for children, joy of being with them and can relate to them

Abilities

- Create curriculum within time constraints
- Effectively use a computer for word processing and spreadsheets
- Implement all school and State policies
- Embrace change
- Plan for the future of the program
- Give helpful and effective feedback
- Maintain confidentiality
- Share faith out of personal knowledge of Christ easily and naturally with adults and children
- Study the Bible and present its message in a way that is inviting and understandable to preschool children
- Establish relationships with children and parents, becoming friend, confidante, and mentor
- Welcome adults and children so they feel comfortable
- Create age-appropriate and Biblically sound curricula that meet educational and ministry objectives