

**REDLAND UNITED METHODIST CHURCH
PRESCHOOL AND DAYCARE**

JOB DESCRIPTION

Title: Teacher	FLSA: Non Exempt
Reports to: Director	Date Approved: 5/25/22

MISSION AND ROLE:

Redland Preschool and Daycare’s mission to provide children with a safe place to stay and learn more about Jesus and themselves in a caring, Christian environment. The Teacher plans and carries out a daily program designed to meet the physical and developmental needs of a group of children while creating and maintaining a safe, courteous, respectful and caring Christian environment of learning.

RESPONSIBILITIES:

- Plan, schedule and implement the determined daily curriculum for assigned group of children.
- Address any inappropriate behaviors of the children as per established guidelines. Communicate with parents and Director/Associate Director any accidents or unusual behaviors and document. Monitor for illness and report to Director/Associate Director.
- Supervise children for daily outside activity, weather permitting. Provide care and protection for assigned children.
- Participate in continuing education to meet required guidelines or as assigned by Director/Associate Director. Keep abreast of current child development research and daycare trends to share with staff.
- May feed, diaper, and help with toileting and cleaning as necessary for each child. Help children learn to adapt to and cope with real-life situations; to develop appropriate habits in such activities as eating, dressing, napping and personal hygiene.
- Consider and provide for the needs of the individual in relationship to their cultural and socioeconomic background, emotional or physical handicaps and individual style and pace of learning. Work with and refer to the Director/Associate Director children with unmet special needs, as well as families with problems that affect the child in the facility.
- Schedule parent conferences annually and as needed. Prepare necessary communications to parents.
- Participate in staff meetings, training sessions, conferences, workshops and other career development and professional activities. Attend annual orientation meeting for parents and children. Assist with public relations and events as assigned.
- As required by law, know the indicators of abuse and neglect, and report all suspected cases.
- Maintain progress records on the emotional, physical, social and intellectual development of assigned children.
- Work with parents to solve behavior problems.
- Supervise and encourage the development of teachers’ aides, volunteers and other child care personnel in the classroom. Assist Director/Associate Director in evaluation of Aides as needed.
- May assist with daily chapel.
- Help to ensure positive relations with the Preschool/Daycare and Redland Church family in sharing of space and resources.
- Maintain classrooms and office area in good order. Ensure that materials, equipment (including playground equipment) are accessible, appropriate and in good condition. Report any maintenance issues to Director/Associate Director.
- Assist with monthly fire, evacuation and shelter-in-place drills as outlined by state guidelines.
- Comply with all operating procedures and policies of RUMC Preschool/Daycare.
- Must be able to work assigned work schedule.
- Other duties as may be required.

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QUALIFICATIONS, EXPERIENCE AND EDUCATION:

- Basic knowledge of child development and how to appropriately implement these skills within the classroom.
- Faith in Christ and a professing church member with good standing at a Bible believing church. A passion for children and envisioning their knowledge of God to grow in a holistic way at RUMC Preschool/Daycare.
- Demonstrates the love and grace of Christ in day-to-day duties and relationships with Preschool/Daycare children, staff, parents and Church members
- Ability to manage multiple priorities.
- Effective oral and written communication skills.
- Professional demeanor and ability to maintain strict confidentiality.
- Must work as a team player with staff/coworkers.
- Able to effectively manage stress and stressful situations.
- Flexible and the ability to adjust quickly to changing circumstances.
- Ability to work independently with little direction.
- Proficient with Microsoft Word office equipment.
- At least 18 years of age with a high school diploma or GED and meet all state/local governmental educational credentialing and training requirements.
- Experience with children required; experience with children in a preschool/daycare facility preferred.

PHYSICAL DEMANDS:

- Regularly required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl and talk and hear.
- Frequently required to walk; sit and taste or smell.
- Must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds.
- Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability adjust focus.
- Most days, may be working a portion of the day outside in temperatures ranging from 30 degrees to 95 degrees.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed By:	Sandy Sperry	Title Chairman, SPRC	Date 5/20/22
Approved By:	Robert Schoeman	Signature	Date 5/25/22
	Title		
Last Updated By:	Sandy Sperry	Title Chairman, SPRC	Date 5/1/22