



## **Job Description**

### **3K or 3T Teacher**

1. Understand and implement Foundations' philosophy by following established policies
2. Meet regularly with teaching partner to plan and implement activities to meet the physical, emotional, intellectual, social and spiritual needs of the children in the program
3. Create schedules and routines to ensure children have predictable structure
4. Submit lesson plans two weeks in advance to the Program Director for review
5. Request materials needed for projects and communicate to the Head of School or designee when supplies are becoming depleted. Allow at least two weeks notification to receive supplies
6. Observe children to evaluate and record their progress
7. Observe and document signs of developmental and emotional problems in each child and convene with Head of School, parents or other professionals if necessary
8. Maintain up-to-date records to document the progress and growth of each child
9. Develop a positive relationship with each child and each child's family to promote optimal growth and development
10. Conduct individual parent-teacher conferences twice a year to give updates on the child's progress with accurate record keeping
11. Assist/teach personal hygiene, specifically toileting, hand washing, and tooth-brushing
12. Conduct yourself in a professional manner by being punctual, wearing appropriate attire, and using positive, edifying language
13. Maintain confidentiality
14. Help maintain facility in a clean, safe and professional condition
15. Maintain a positive relationship with other programs sharing the same facility
16. Participate in daily worship, finding ways to utilize the full 30 minute timeframe
17. Work with After-Care staff to provide continuity to maximize benefits for the children and further their spiritual development
18. Meet all regulations and requirements as laid out in the Operations and Staff Manuals
19. Be available for periodic evening events, such as Open House, End of Year Ceremony, Parent Involvement Sessions, Holiday Performances
20. Fulfill other duties as requested by the Head of School

*To Be Hired as a Classroom Teacher one must meet all of the following requirements:*

- Be at least 21 years old
- Have a CDA or an Associate's Degree in Early Childhood Education or Child Development, at minimum
- Specialized training in early childhood field
- Submit to background check
- Have a heart for the urban community and a willingness to participate in ongoing training in matters related to serving in an urban setting
- Have a love for the Lord Jesus Christ
- Be committed to Christian pre-school education for children and their families