



JOB DESCRIPTION

Position: **Substitute Preschool Teacher**

Reports to: **Preschool Director**

Position Status: **Part-time, Non-Exempt**

DEPARTMENT: **Rock Academy Preschool**

EFFECTIVE: **April 2011**

REPLACES: **All previous**

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Posting Number: RA-7-11

Posting Date: May 12,2011

1st Closing Date: On-Going

Position Summary:

The Substitute Preschool Teacher strives daily to bring the Living Word to students who do not, as of yet, have a personal relationship with Christ. The Substitute Preschool Teacher also works diligently to equip students who are saved, giving them the educational, spiritual, emotional and physical tools needed to become Christian leaders. The Substitute Preschool Teacher reports directly to the Preschool Director.

Job Responsibilities and Duties:

1. Keep classrooms, playgrounds, resources, equipment, and physical environment clean, safe and presentable.
2. Be able to effectively write and teach a weekly Lesson Plan with age appropriate activities for the age group served. Lesson Plans must be posted and a copy turned in weekly to the director.
3. Be able to supervise and work with each age group, from birth to 6 years if needed.
4. Attend all meetings required of the preschool staff.
5. Participate in the Rock devotional readings or other spiritual and educational aides required by the Rock administrators.
6. Be on time at the start of your shift, ready and prepared to begin your day.
7. Exhibit an attitude that represents Jesus.
8. Be sure that all areas you work in have supplies and are restocked as needed.

Job Skills and Requirements:

1. Must have a minimum of 12 units of Child Development; 6 of the 12 units **must** be in the following Child Development courses: Principles of Child Development and Child, Family and Community. The remaining 6 units can be in any Curriculum classes, Program Planning, Infant/Toddler, or Child Development-Supervision.
2. Know what is required in regards to Title 22 Division 12 of Community Care Licensing.
3. Must have current Pediatric CPR and First Aid Certification.
4. Dress appropriately. (See Staff Handbook)
5. Call Rock Academy Preschool Director and/ or Preschool Assistant Director if an absence or tardy arrival is anticipated. A message may be left, but continue to call back until staff has been reached in person.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Good verbal and written communication skills. Legible writing skills.
8. Good organizational skills.
9. Self-motivated and flexible.
10. Ability to think promptly and professionally.

11. Experience in conflict resolution.
12. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage.
13. Basic typing (30 wpm).

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Successful completion of a background check and LiveScan.
4. Pleasant and professional personality and appearance.
5. Regular attendee of a Bible believing Christian church, to be reviewed by administration
6. Attendance at all mandatory meetings (and events, as needed).
7. Signed acknowledgement of the Rock Church Statement of Faith.
8. Adheres to policies and procedures as stated in the Rock Academy employee handbook.
9. Complete the Rock A.R.M.Y. DVD series and write a brief report to be submitted to administration.

Physical Requirements:

Physically be able to perform all duties required in a preschool setting, including being able to lift weight up to 60 lbs.

Employment At-Will:

All employees of the Rock Academy are at-will, as such, are free to resign any time without reason. The Rock Academy likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Academy has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor/Principal of the Rock Academy has the authority to make any such agreement and then only in writing.