

CHURCH AT VIERA

Job Description Form



Job Title	VPK Teacher		
Reports To	Children's Weekday Preschool Ministry Director	Rev	Date Approved:

Level/ Grade	Type of position:	
	<input type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
	<input type="checkbox"/> Intern	

PURPOSE OF POSITION

To share the love of Christ with students and their families while providing a strong social, emotional, and academic education.

JOB RESPONSIBILITIES

- Participate in all required training
- Arrive at school a half hour before school begins to set up
- Assign specific tasks to assistants
- Help unload children during car loop
- Plan lessons and teach according to educational standards
- Stay current with any changes in VPK standards
- Observe and record each child's development throughout the school year according to ELC requirements
- Maintain communication with parents regarding their child and keep information confidential
- Communicate any issues to the director
- Stay a half hour after school ends and clean the classroom
- Attend monthly staff meetings as well as team planning meetings
- Time Investment: 20 hours per week
- Commitment: One school year

EDUCATION

- High school graduate

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EXPERIENCE			
<ul style="list-style-type: none">• Understand and motivate different personality types.• Provide spiritual support for your team through prayer and encouragement.• Be a good steward of all ministry resources.• Train leaders and team members through huddles and one on one training and evaluate progress.• Plan, execute, and evaluate special events			
SKILLS			
<ul style="list-style-type: none">• Should be a follower of Christ and attend a local church.• Must be a high school graduate and at least 18 years of age.• Must have CDA with VPK endorsement.• Must have a love for children and a commitment to teaching.• Must work well with other staff members and support the purpose and philosophy of the preschool.			