



# HEIGHTS CHRISTIAN SCHOOLS

## PRESCHOOL TEACHER JOB DESCRIPTION

### GENERAL DESCRIPTION

**Job summary:** All employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to use their gifts, talents and abilities for God’s glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7). The school teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Hired by:** School Administrator

**Responsible to:** School Administrator

**Supervises:** Students, teacher aides (when available), and volunteers

**Evaluated:** An annual written evaluation by the administrator

**Job Classification:** Regular, Full-Time, Hourly

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### RELIGIOUS REQUIREMENTS

HCS hires to its mission. In order to further the mission of HCS, all employees must:

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and uphold the ministry’s Statement of Faith and the terms of the Shared Values and Ethics of Employment as a condition for employment and continued employment in this ministry.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, regular attendance at a church that is in agreement with HCS’ Statement of Faith, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40).
- Evidence the fruit of the Spirit in dealing with people.
- Incorporate biblical teaching into all areas of study within the classroom, in addition to teaching Bible as a core subject to students.
- Participate in, and occasionally lead, staff prayer meetings and devotions, weekly chapels, and other ministry outreach opportunities.
- Answer basic questions about the Christian faith, provide religious resources, and pray with students and parents.

### PROFESSIONAL REQUIREMENTS

- Hold a minimum of 12 units in early childhood education or child development from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Have at least one year of successful experience working with children; 6 months of qualified preschool experience.
- Receive a fingerprint clearance to work with children from State and Federal governments.
- Meet state requirements for an early education teacher position.
- Maintain current infant/child CPR and first aid certification.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

### PERSONAL REQUIREMENTS

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level. Demonstrate



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sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.

- Be a team player, able to develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### PHYSICAL REQUIREMENTS

- All employees receive a Physical Requirements Chart for their specific assignment. Employees must be able to meet the physical requirements to perform the essential functions of their job with or without reasonable accommodations.

### ESSENTIAL JOB FUNCTIONS

#### Spiritual Leadership

- Motivate students and their families to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Foster a Christ-centered, safe, caring and nurturing learning environment in every class, and in every activity.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- View students and their families as an opportunity for ministry.
- Pray with, and for, students, parents, staff and administration.

#### Academic Leadership

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Have knowledge of the school's curriculum, standards, mission, vision and core values.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration, planning broadly through the use of semester and quarterly plans and objectives, and more currently through the use of Weekly and Daily lesson plans.
- Ensure that the school classroom reflects a professional and Christian environment that is clean, attractive, well-ordered and information rich.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan a program of study that provides opportunities for all students to achieve their God-given potential.
- Promote children's exploration of situations and materials by asking questions and by providing appropriate materials and guidance.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional, and to meet the needs of ALL learners.



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- Assist children in their development of communication skills, and serve as an appropriate language model.
- Regularly observe the development of children, and provide progress reports as required.
- Use classroom management techniques that build children's ability to make choices and be self-directed.
- Respond in a timely manner to parent concerns and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

### **Administrative Leadership**

- Understand supervision and how to lead in a positive manner.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and give sufficient notice of student failure.
- Partner with parents through strong, positive communication, collaboration and outreach.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the administration any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

### **Additional Duties or Responsibilities**

- Attend and participate in all-school events such as Back to School, Open House and other activities, as determined by the administration.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Perform any other duties that may be assigned by the administration.

### **TO APPLY**

To be considered for our opening we require all candidates to fill out an employment application. Please submit it to Human Resources at [hr@heights.net](mailto:hr@heights.net) or fax 714-921-9484.