

SCHOOL AGE TEACHER/FLOATER

Reports to:	Director
Effective:	August 31, 2017
Directly Supervises:	School age children
Status:	Part-time
FLSA:	Exempt

Scheduled work hours 1:00PM-6:00PM

Job Summary

The school age teacher is responsible for operating a school age program for children in such a manner that contributes to their growth and development. The teacher needs to provide a warm and nurturing environment in which the children can grow physically, emotionally, intellectually and spiritually in a way that is honoring to Christ.

Essential Functions

- Interact with the children and encourage their involvement in activities.
- Write a weekly lesson plan with planned activities
- Supervise the children at all times
- Manage the classroom, so the children are in a safe environment
- Keep your attendance records accurate/including all transitions
- Conduct art projects that are age appropriate and child created
- Follow the schedule posted
- Write up any accident reports and have the parents sign at pick up
- Observe, document and report significant individual and group behavior.
- Use appropriate and positive discipline and train assistants so the discipline is consistent.
- Establish and maintain good communication with parents.
- Will open in daily prayer with students as well as lead in prayer before snack and lunch.
- Maintain attractive classrooms with seasonal and/or learning displays. Keep all storage areas clean and neat.
- Close down classroom at the end of shift (See closing procedures)
- Close down the school at the end of shift (See closing procedures)
- Be flexible, there are times you may be asked to fill in for a preschool teacher
- Function as, and help build, a supportive team.
- Help the student understand the love of Jesus and to direct them on the right path to accepting Jesus as their Savior.

Other Responsibilities

- Keep certificates up to date
- Obtain 12 hours of training annually
- Must be able to read and follow the staff manual
- Follow fire drill and lock down procedures
- Report to work as scheduled and on time.
- Dress will be appropriate. (See Staff Handbook).
- Go over field trip checklist before going on a field trip.
- Attend monthly staff meetings.
- Be flexible with working schedule
- Give lunch breaks to the teachers
- Step into any classroom with the ability to act as the teacher
- Clean the kitchen and main entryway (See cleaning procedures)

Minimum Qualifications

- Must be 18 and possess a High school diploma or equivalent. Preference given to degrees in Early Childhood Education or similar.
- Must have your CDA or be willing to obtain it and keep it up to date
- Must have or be willing to start your 40 clock hours within the first 30 days of employment
- Must have or be willing to obtain your First Aide/CPR and keep it up to date
- Must have or be willing to obtain your Early literacy training within the first 30 days of employment
- You must be willing to undergo a background screening
- Must have or be willing complete a fire extinguisher training class
- Must be willing to complete 12 hours of training annually
- Strong commitment to the Christian faith
- Willing to adhere to the Aldersgate UMC Staff Policies and Employee Conduct Expectations and to be faithful to Aldersgate UMC mission, vision, and values.
- Able to pray, teach, and play well with others.

Physical Requirements

- Ability to speak and communicate clearly, both verbal and written, to individuals, small groups, and large groups.
- Ability to lift 30lbs on occasion.
- Ability to stand or sit for long periods of time.
- Ability to get down on the floor, run, jump and crawl
- Must be able to change diapers/soiled clothes
- Ability to work 40 hours per week as the job demands.

Core Competencies

- Child Development Early childhood professionals understand how children develop and the factors that are involved in development. They use their understanding of child development combined with their knowledge of each child as an individual to support children's overall development.
- Families and Communities Early childhood professionals understand that children are members of a family and that both the family and the program are part of a community. They work in partnership with families by communicating respectfully and by sharing information and resources that support children and families.
- Teaching and Learning Early childhood professionals understand that the substance of teaching and learning is a combination of interactions, routines, and experiences in children's daily lives.
- Healthy and Safe Environments Early childhood professionals use practices that protect children and promote health, including good nutrition and physical activity.
- Professionalism and Program Organization Early childhood professionals understand they have the responsibility to provide services that meet or exceed standards of practice and support positive outcomes for children, families and professionals, including themselves, staff and other colleagues.
- Trust and Integrity Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches.
- Organizing Can gather and organize resources (people, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal (multitasking); can use resources effectively and efficiently.
- Planning Accurately assess the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.