



ARDMORE
PRESBYTERIAN CHURCH



Position Title: Lead Teacher, 3 year-old class, Ardmore Presbyterian Weekday Preschool

Employment Type: Part-Time (5 days, 17.5 hours per week)

A Preschool Teacher, or Early Childhood Teacher, is a childcare professional who takes care of and educates students from two to five years old. Their main duties include teaching children about basic academic fundamentals, helping children build their social skills, and keeping the classroom clean and safe for all students. This candidate is dependable, caring, team-oriented, communicates effectively, follows a set curriculum, and most importantly loves working with children.

PRIMARY RESPONSIBILITIES

- Provide tools and resources for children to use and explore during learning and play activities
- Create a safe, stimulating, and inclusive classroom environment that promotes exploration and learning through play
- Develop and deliver interactive programs designed to engage and educate young children
- Adapt teaching methods and materials to meet the interests and learning styles of children
- Develop and maintain positive relationships with children, parents, and colleagues
- Supervise children during all activities, both indoors and outdoors, ensuring their safety and well-being at all times
- Communicate with parents via weekly newsletters including activities of the current week and upcoming week, pictures of all students are encouraged to accompany this weekly email
- Establish and enforce rules of behavior and expectations for children in the classrooms
- Prepare for and attend back-to-school night and parent-teacher conferences
- Attend monthly staff meetings, trainings, and personal development opportunities provided by the preschool
- Have a proficient knowledge of the Parent Handbook
- Attend parent group activities
- Adhere to the guidelines in the Employees Handbook for Ardmore Presbyterian Church

REQUIRED QUALIFICATIONS:

- Bachelor's degree in early childhood education or related field and/or related childcare experience
- A love of working with preschool-aged children, patience, and compassion suitable for working with young children
- Excellent communication, interpersonal, and organizational skills
- A commitment to teamwork and professionalism
- Ability to lift 40 pounds, mobile and capable to move quickly toward children
- A current Criminal Background Check, Child Abuse Clearance, FBI Federal Criminal History Record, and Mandated Reporter Training, as well as CPR and First Aid training (or willingness to obtain)

This is a non-exempt position. Hourly rate is commensurate with experience and higher education levels. Ranging from \$20/hour-\$25/hour.

How to apply: Email your resume and cover letter to preschool@ardmorepres.org