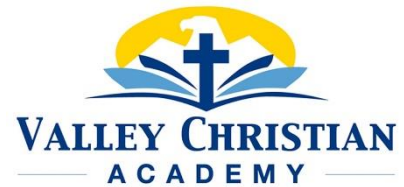


Job Description for the position of Pre-Kindergarten Teacher



Reports to: PK Director or Elementary Principal
Supervises: Classroom Aide (if applicable)

Position Overview: The position of PK Teacher is contracted by the VCA Board of Trustees, upon the recommendation of the Administrator, for a period of one year. In this role, the PK Teacher introduces many families and students to our school. The teacher will prayerfully help students learn attitudes, skills, and content material which will help them build the academic and spiritual foundations to be a successful learner and decision maker for their school career and beyond.

Position Description: This is a full-time teaching position, which is paid twice a month on a salary basis commensurate with experience and degree(s) held. Benefits are available with this position. Hours are 8:00am - 4:00pm on all school days on the school calendar as well as required in-service days before, during, and after the school year, as well as other required meetings and days.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Savior and Lord
- Seeks to live a life as His disciple, displaying Christian maturity
- Stands as a positive Christian role model for students, parents, employees and our larger community
- Agrees with Valley Christian Academy's Statement of Faith
- Is active in a Bible-believing church whose Statement of Faith is consistent with VCA's
- Reflects the purpose of the school, which is to honor Christ in every class and in every activity
- Motivates students to accept God's gift of salvation and grow in their faith
- Leads students to realization of their self-worth in Christ
- Follows the Matthew 18 principle in dealing with students, parents, staff and administration

Required Professional Qualities

- Is highly motivated and capable of working independently in a flexible environment
- Demonstrates strong organization, accountability, cooperation, integrity and confidentiality
- Promotes a positive attitude about VCA and its employees and students
- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school. Notify the administration of any policy he/she is unable to support
- Maintains regular and accurate student attendance and grade records to meet the demands for a comprehensive assessment of each student's progress
- Keeps students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of retention
- Maintains a clean, attractive, well-ordered classroom
- Supports the broader program of the school by attending extracurricular activities when possible
- Implements the appropriate discipline plan of VCA

Responsibilities

The tasks and responsibilities of this position include, but not be limited to, the following:

- Student Instruction
 - Recognizes the role of parents as primarily responsible before God for their child's education and assist them in the task

- Teaches classes as assigned by following the appropriate Course of Study approved by the administration
 - Utilizes curriculum and methods for developmentally appropriate activities, learning environment, and approaches which meet the individual needs of the children and is aligned to the early learning content standards adopted by the state board of education
 - Integrates Biblical principles and the Christian philosophy of education throughout the curriculum
 - Helps students achieve mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy
 - The program's daily schedule for each age group shall include a balance of both quiet and active play, throughout the day, which shall meet intellectual, physical, social, and emotional needs of each child through indoor and outdoor activities
 - Provides a quiet rest time daily for one hour for any child who attends the program for five or more hours daily
 - Assesses the learning of students on a regular basis and provide progress reports as required
 - Conferences with individual families shall be at least twice a year
 - Keeps proper discipline in the classroom and on the school premises for a good teaching environment
 - Informs the administration if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher
- Professional Development and Responsibilities
 - Has a valid PK-3 Ohio teaching certificate/license or a bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty quarter or twenty semester hours in child development/preschool program
 - Provides a physician's statement of ability to execute position within twelve months to the first day of employment
 - Utilizes educational opportunities and evaluation processes for professional growth
 - Seeks the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude
 - Provides input and recommendations for administrative and managerial functions in the school
 - Attends and participate in scheduled devotional, in-service opportunities, committee, faculty, and required meetings
 - Knows all procedures for dealing with issues of an emergency nature
 - Contributes to the general improvement of the school program
 - Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the constituency and to the general public
 - Places the ministry of teaching at VCA ahead of outside or volunteer work or other employment
 - Submits weekly lesson plans to Principal

Hired by the VCA Board of Trustees, this is a position subject to this Job Description, VCA Procedures, the VCA Policy Manual, and the Employment Contract.

Evaluation:

Job performance will be evaluated annually by the supervisor in accordance with the Board's policy, established evaluation forms, procedures, and this job description.