



## Tender Shepherd Preschool Co-Teacher

Vision: The Tender Shepherd Preschool Co-Teacher will share duties that pertain to the overall leadership of the assigned classroom as well as care and instruction of the children.

### General Responsibilities:

- Provide and maintain a Christian environment in which children grow physically, emotionally, mentally, socially, and spiritually
- Work according to the classroom schedule
- Plan and implement curriculum daily
- Conduct and maintain ongoing observation records on all enrolled children
- Record significant experiences and developmental skills for each child in their personal file
- Properly and promptly communicate with Director when concerns of any kind arise
- Select and maintain an age appropriate balance of equipment and materials
- Attend team planning sessions, classes, workshops, scheduled meetings and other training opportunities with other classroom teachers and Director when deemed necessary
- Conduct parent conferences and maintain confidentiality with all students
- Cooperate with other church programs that use the same rooms to ensure maximum benefit of facilities
- Arrange and maintain the classroom according to curriculum guidelines or other preapproved child development guidelines
- Regular attendance at TBC church services, meetings, activities, staff functions, and events as required
- Other Responsibilities: As assigned by Supervisor

Spiritual Gifts: Teaching, Faith, Leadership, Helps

### Experience:

- The ideal candidate must be a member of The Bible Chapel and must be able to instruct preschool children with biblical standards and principles
- The Candidate should have an Early Education/Education background with lead teaching role where supervision of other adults or a team teaching approach was/is used
- Must have ability to maintain a positive relationship between home and school through written and verbal communication
- Must have previous experience working with, evaluating and guiding preschool children
- Must have a desire to continue to grow in the knowledge of child development theory and practice

Time/Allocation: Stipend (part-time salaried) Position

Hours: approximately 12-15 hours a week

Accountability: The Tender Shepherd Preschool Co-Teacher reports directly to the Director of Tender Shepherd Preschool.

\*This Job Description is subject to change at management's discretion.