

Job Description:  
**Teacher**  
Central Presbyterian Church Preschool  
Contact: Sandra Pilotte  
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**Central Presbyterian Church Preschool (CPCP) Vision Statement:**

*Our vision is to provide the young children in our community with a loving, Christ-centered environment where they may grow, develop and learn, and be equipped for future education. The teachers provide planned activities that seek to meet the emotional, physical, cognitive, social, and spiritual needs of each child within a caring, Christian environment.*

**Purpose:**

To uphold and support the CPCP vision by planning and implementing a daily instruction program according to the school's curriculum.

**Reporting Relationships:**

This position is accountable to and is directly supervised by the Director of CPCP in the performance of all job responsibilities.

**Work Times:**

Work hours are between 8:30 a.m. and 1:00pm each school day. Some additional hours throughout the school year are required as determined and identified by the Director.

**Key Characteristics:**

- Able to communicate and demonstrate a personal commitment to Jesus Christ.
- Love the Lord Jesus Christ and create an environment where children are nurtured and encouraged in their friendship with Jesus.
- Demonstrate an enthusiasm for children.
- Creative, flexible, and organized.
- Calm and Patient.
- Self-motivated & dependable.

**Education and Experience Requirements:**

- Bachelor's Degree in Early Childhood Education or Education, or Bachelor's degree and related experience as an educator.
- Ability to communicate in English fluently
- Ability to lift and carry 30 lbs. and to move freely indoors and outdoors.

**Key Responsibilities:**

- Provide planned activities, implementing the structure found in the Creative Curriculum and Gospel Light, which will seek to meet the emotional, physical, cognitive, social, and spiritual needs of each child within an atmosphere where the joy of a friendship with Jesus Christ is reflected.
- Give total support to the philosophy and policies of the school based on the Parent Handbook and directives from the Council.
- Read and acknowledge the policies and standards of behavior provided in the CPCP Employee Handbook.
- Maintain physical space of the classroom to ensure cleanliness and the safety of the children as well as to create an engaging learning environment.
- Work cooperatively with team teacher, director, and CPCP staff.
- Participate in student evaluation procedures.
- Communicate with parents as needed as behavior management or academic issues occur.
- Prepare and distribute biweekly or monthly newsletter.
- Keep accurate records of student's progress and attendance.
- Conduct parent conferences on student's progress twice each school year.
- Submit written weekly plans to the CPCP Director one week before lesson is taught.
- Meet weekly with Director and regularly with teaching staff of same age group.
- Participate in teacher workshops.

**Compensation & Benefits:**

- The target salary range for this position is \$18 per hour commensurate with experience.
- Paid 1.5 hours of planning time per class day
- Paid holidays and sick leave
- Paid 12 hours of training per year