

Christ Presbyterian Academy Job Description  
Preschool

**POSITION HELD BY:** Vacant

**SUPERVISES:** Assistant Teacher

**DIRECT REPORT:** Preschool Director

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**POSITION OUTCOMES/EXPECTATIONS:**

- I. Teach a class of students from August to May
  - II. Designs weekly lesson plans, as well as monthly calendars, and teaches using effective mix of materials that corresponds to the curriculum
  - III. Observe and prepare for Parent/Teacher conferences
  - IV. Use appropriate behavior, classroom management, and classroom discipline
  - V. Establish consistent communication with parents and children
  - VI. Attend all required meetings (staff training, etc.)
  - VII. Supervise Preschool Assistants
  - VIII. Keep communication current with Director and Assistant Teacher
  - IX. Is a positive team member and contributes ideas, expertise, and time to the overall mission of the school-is receptive to feedback from colleagues
  - X. Performs other duties and responsibilities as assigned by their supervisor
  - XI. Keep certifications current (i.e. ACSI, CPR/First Aid)
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**QUALIFICATIONS AND REQUIREMENTS:**

Education

- Early Childhood Degree required

Experience

- Two-three years teaching experience
- Must be familiar with developmental appropriate practices for one to five year olds

Skills and Abilities

- Must be friendly, inviting, self-motivated, even tempered and adaptable
- Know principles of teamwork/organizational structures
- Basic computer and organizational skills
- Ability to relate to young children and adults

Requirements

- All employees must commit to performing their duties in accordance with the stated mission and purpose of the school, CPA Policies and Procedures Manual,

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and the Westminster Confession of Faith. All employees must be evangelical Christians and active members of an evangelical Christian church.

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All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. The position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

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