

THE WESLEYAN PRESCHOOL
FIRST UNITED METHODIST CHURCH

TEACHER JOB DESCRIPTION

QUALIFICATIONS-

1. be a person of high moral character
2. possess a friendly personality
3. be physically and emotionally equipped to work with young children
4. meet the state licensing requirements
5. either hold an associate degree in early childhood education with six months programmatic experience or a bachelor's degree in education or another state approved degree
6. willing to authorize a criminal background check including finger printing
7. submit to TB testing

RESPONSIBILITIES-

1. supervise the daily activities of the preschool class
2. prepare the classroom to include learning centers as directed
3. keep your classroom neat, organized, and decorated
4. prepare lesson plans (according to the director's guidelines) one month in advance and submit plans to the director on the first workday of the month by 9:00a.m.
5. get out and put away all toys, games, books and supplies that you use
6. work the hours that you are scheduled by the director
7. attend monthly staff meetings
8. participate in teacher workdays as scheduled
9. cooperate with director and other staff members for the good of the whole program
10. act in a professional manner
11. respect the privacy of the children and their families
12. abide by the regulations and the policies of the preschool

13. complete 16 hours of continuing education per school year. Number of hours subject to change according to state regulations. Some of these hours will be obtained in staff meetings on site.
14. perform other functions as communicated by the director of the preschool
15. conduct parent- teacher conferences twice per year
16. write progress reports-three per school year
17. abide by all safety guidelines
18. plan and participate in the spiritual education of the children
19. participate in evening Christmas program., family night, and parent orientation night.
20. new staff members will be paid for 3 hours of orientation training required by the state before employment begins.

ACCOUNTABILITIES-

1. be accountable to the preschool director
2. abide by regulations and rules set by FUMC preschool board.

_____ DATE

_____ TEACHER

_____ PRESCHOOL DIRECTOR