

First United Methodist Church Plano, Texas
Position Description
Weekday Program Teacher

Staff Classification

Part-time staff

Non-exempt

Position Overview

All employees at the Weekday Program Ministry are expected to provide a Christian environment that is safe, warm and nurturing. This environment should enhance self-concepts, encourage independence, and respect individuality. Employees are expected to create a classroom experience that will help the child to grow socially, physically, emotionally, intellectually, and spiritually. The NAEYC Code of Ethical Conduct should be followed at all times.

As a representative of FUMC Weekday Program, employees are expected to adhere to the philosophies and policies established by the Weekday Program Board, the Texas Department of Family and Protective Services, Texas Rising Star, and the National Association for the Education of Young Children.

Major Responsibilities

Core responsibilities:

- Begin her/his day at 8:45 (or other scheduled time) each day for room preparation and remain until 2:15 (or other scheduled time) on their scheduled workdays (unless otherwise instructed).
- Consult the Director, or either Assistant Director on matters of curriculum, administration, and discipline.
- Attend scheduled staff and/or age level meetings.
- See that the best interest of the children is being served at all times.

Supervision:

- Supervise assigned group of children at all times. See that children are **never** left unattended. If it should be necessary for a teacher to leave the room, s/he should contact the office or an aide for help. Ensure that teacher:child ratios are maintained at all times and that the number of children present is known to anyone who watches the class during break times. Utilizing the Name to Face transition check form to indicate who is in charge of a group of children at all times.
- Ensure that DSPS ratios for **teacher:child** is always maintained.
- Utilize positive methods of discipline (per the discipline and guidance policies) that are consistent and reflect an understanding of individual needs and development and that encourages self-esteem, self-control, and self-direction.

Curriculum:

- Offer a program consisting of age appropriate activities in accordance with High/Scope Curriculum and Get to know, Go and Grow in God's love that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual and the group through a daily schedule of alternating active and quiet times and opportunities for individual and group experiences.
- Plan, execute, post, and submit to the office and to parents' regular lesson plans including the daily schedule of specific activities and the developmental objectives for each activity. These plans should include developmentally appropriate early childhood activities and experiences using a variety of materials pertaining to the High-Scope Key Experiences. The activities and experiences should be reflected in the interest areas of blocks, dramatic play, toys and games, art, library, discovery, sand and water, music and movement, and cooking.
- Complete a Developmental Checklist on each child within 30 days of first day in program. Prepare a portfolio for each student consisting of the COR, anecdotal records, and work samples. Send home progress reports as scheduled on the Preschool Calendar.
- Confer with the Director and/or Assistant Director when there is a concern about a child (behavioral, academic, and/or developmental). Communicate with parents and assist with referrals of children who might require special services.

Record Keeping:

- Provide a substitute folder for their classroom.
- Turn in daily sing-in and -out sheet and monthly attendance sheet.
- Complete accident/incident reports as needed. The original will be kept in the child's file, and a copy will be given to the parent or guardians.
- Turn in lesson plans and attendance sheets monthly

Relationships:

- Build relationships with the children and encourage their involvement in classroom activities.
- Provide a warm and safe environment that is neat, clean and appealing and permits the child to grow and explore.
- Establish and maintain good communication with parents or guardians through conferences when necessary and/or required and on a daily informal basis. Work with parents or guardians to promote understanding of the growth and development of their child and to encourage parent or guardian participation in school programs.
- Take responsibility for the upkeep of all materials and equipment in the classroom and for resources borrowed from other areas.
- *Cheerfully* share the room and space with other WP teachers and Sunday school teachers.
- Participate in a cooperative team approach with fellow teachers in the same age level in regard to the planning for the school year. This includes all aspects of curriculum planning and the sharing of resources and space.

General:

- Adhere to all general staff policies and responsibilities.

Ministry Area Relationships

1. Staff-Parish Relations Committee
2. Weekday Program Board
3. Staff

Important Qualifications and Skills

1. A caring Christian person with knowledge of early childhood developmental, spiritual, physical, social and emotional needs and competence in working with young children.
2. Be a high school graduate or its equivalent and have at least two years experience working with young children.
3. Provide the Weekday Program with a record of training and experience and three references.
4. Be mentally, physically, and emotionally able to assume assigned duties and demonstrates childcare competency.
5. Show competency, good judgment, and self-control in working with children and co-workers.
6. Relate to the children, parents or guardians, and other staff members with courtesy, respect, acceptance, and patience.
7. Not have been indicted or been the subject of criminal complaint, nor shall be subject of deferred adjudication.
8. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. Complete all of the required documentation each year as requested.

Accountability

The Director and Assistant Director of the Weekday Program supervise the Weekday Program Teacher and Staff.

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Position Description Acknowledgment

Signature: The employee is expected to adhere to all company policies and to act as a role model in adherence to policies.

I have read and understand this explanation and job description.

Employee Name (*Print*)

Employee Signature

Date