

## **Tiny Treasures Preschool - A ministry of BACBC**

### **Preschool Teacher or Substitute Teacher**

**OPEN: Date**

**Salary: Commensurate w/ education & experience**

**Hours: 20-40 hours per week @ 5 days per week**

#### **Job Description**

Tiny Treasures teachers are confident in the classroom, love the Lord, have a personal relationship with Him, and display a positive and Christ-like attitude. They find creative ways to help children learn and grow and bring warmth, patience, and understanding to the classroom every day.

They regard Tiny Treasures as a ministry outreach of the church and follow the guidelines and mission statement of Bay Area Chinese Bible Church. They are passionate about working with young children and being part of a team that strives to create meaningful moments with children and their families.

#### **Responsibilities and Qualifications**

These are the basic expectations for Preschool Teachers. Of course, creative and new ways to meet or exceed expectations are encouraged, so long as the required essential qualifications are also met.

#### ***Knowledge and Skills***

The preschool teacher must have knowledge of and must be able to implement the following practices:

- Play-based and developmentally appropriate philosophies
- Emergent curriculum
- Restorative discipline practices
- Familiarity with Biblical histories in the Old and New Testament
- Child-rearing practices and patterns in culturally diverse environments

#### ***Leadership***

- Take initiative and anticipate what the children, classroom, center, and co-workers may need.
- Be seen as a role model for less experienced teachers
- Share your knowledge about teaching and developmentally appropriate “hands-on” practices
- Maintain flexibility in responding to varying classroom and center needs
- Participate in staff meetings and training, and take direction from the center director, assistant director, and lead teacher in work-related duties

#### ***Communication***

- Articulate and demonstrate the philosophy of the preschool program and the mission statement of the school
- Partnership with families and parents by actively sharing and regularly communicating children's milestones to build meaningful relationships
- Meet with fellow teachers to discuss, develop, plan, and implement activities, children's needs, and the classroom environment
- Defer and be able to take direction from the director and assistant director

### ***Classroom Management***

- Maintain a safe and positive learning environment.
- Collaborate with planning and coordinating the educational program appropriate for the ages, developments, and needs of the children in the classroom
- Assist children with personal care and toileting needs, as necessary for their development
- Inspire children to be lifelong learners
- Be part of observing, recording, documenting, and assessing each child's development, and summarize findings for child portfolios and parent-teacher conferences.
- Defer and be able to take direction from the director, assistant director, and co-teachers

### ***Confidentiality***

The preschool teacher will practice confidentiality of all information pertaining to the child, families, and staff of Tiny Treasures. The staff confidentiality policy must apply whether the staff is on-site, off-site, and off-work hours. Information shared among the teaching staff about the child and families pertains only to the health and well-being of the child for optimal growth and development in the classroom. If there are major concerns about a child or his/her family in the school, staff will discreetly share them with Center Director.

### ***Professional Development***

The preschool teacher must be eager to learn current trends and progressive research practices in child development applicable to Tiny Treasures Preschool. The Preschool Teacher must be open to professional development in early childhood and receptive to current trends in child development research and implement developmentally appropriate practices to daily care and curriculum. Preschool teachers must attend any professional development days at Tiny Treasures and any meetings outside of regular work hours that are required by the Center Director.

### **Education and Experience**

#### ***Required***

- A minimum of 12 Early Childhood Education units (including 12 units of ECE core classes) OR
- Possession of Teacher or Associate Teacher Permit
- A minimum of 6 months experience in a licensed child care center
- Pediatric CPR & Pediatric First Aid certification
- Demonstrate ability to partner with center leadership

- Demonstrate effective communication skills
- Ability to lift up to 40 pounds or up to four hours per day, stand and walk up to 6 hours per day, and sit in child-sized chairs and on the floor or ground
- Adapt and excel in a continuously changing, fast-paced environment, and make the children's needs their primary focus
- Basic technology skills (Word, Email, etc.)

**Preferred**

- 1+ years of Early Childhood Education experience

**Application Requirements**

- BACBC job application
- Current resume
- Employment verification from preschool work experience
- Original college transcripts/ ECE courses
- Pediatric CPR and Pediatric First Aid certifications
- Two letters of recommendation