

**Head Preschool Teacher  
Salem Covenant Church  
Job Description**

**Reports to:** Salem Preschool Director  
**Status:** Part-Time  
**FLSA:** Exempt

**Position Summary:** The Head Preschool Teacher will plan curriculum, and work with other teachers and the Director to coordinate activities, programs, field trips and other program elements. The Head Teacher will work with the Assistant Teacher to implement a quality learning experience for the children, caring for them in a loving, Christ-like manner and building strong relationships with their families.

**Essential Functions:**

- Write daily curriculum.
- Maintain current student records.
- Conduct Parent-Teacher conferences with the support of the Assistant Teacher.
- Help maintain bulletin boards and other classroom materials.
- Attend staff meeting.
- Provide supervision for the Assistant Teacher.
- Assist in ordering supplies.
- As appropriate, delegate teaching responsibilities to Assistant Teacher.
- Communicate with parents about school activities and child absences.
- Arrive at least one-half hour before session begins to assist with preparing the classroom. Remain after the session to assist with room clean up.
- Participate in and assist with parent programs.
- Deal with emergency situations in a calm, sensible manner.

**Other Responsibilities:**

- Support Salem's mission, ministries, policies, and procedures.
- Comply with the policies of Salem Preschool.
- Represent Christ's love and care in contacts and relationships with co-workers, children, families and the community beyond Salem.
- Keep current on continuing education experiences, CPR and Infant/Child first aid classes.

**Minimum Qualifications:**

- College degree in early childhood or elementary education.
- Capable of normal preschool physical activities such as running, lifting 25-50 pounds, kneeling, squatting, etc.

## Core Competencies:

- **Spiritual and emotional maturity:** Loves Christ and people wholeheartedly and well, and leads others to do so, too, by word, action, and example. Exhibits and nurtures a deep and growing spiritual life, emotional self-awareness and health, and strong, mutually supportive relationships at home, with friends, with colleagues, and beyond.
- **Humble:** exhibits humility, shares credit, quick to point out the contributions of others and slow to seek attention for his/her own, emphasizes team over self, and defines success collectively rather than individually. Humble team players neither think too highly of themselves nor too little; their focus isn't on themselves, but on helping the team, team members, and the Preschool.
- **Hungry:** continually seeking to learn, grow, and serve better, showing a manageable and sustainable commitment to doing the job well, eager to go above and beyond the minimum required to accomplish vision and goals. Willing and able to work autonomously and with others.
- **Smart:** emotionally and relationally intelligent; skilled at being interpersonally aware, appropriate, and effective. Able to listen to the words and read the body language of people and groups, to consider the potential impact of his/her own words, body language, and actions, and to intentionally speak and act in ways that are most effective in helping all move forward in healthy, productive, positive ways.

