

JOB DESCRIPTION

WOODSIDE BIBLE CHURCH

6600 ROCHESTER ROAD TROY, MI 48085

P : 248-879-8533

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Position Title:	Preschool Teacher
Department:	Preschool
Campus:	Troy
Date:	August 2022
Supervisor:	Preschool Director
FSLA Status:	Exempt

Position Profile:

The Preschool Teacher helps to provide preschool lessons from appropriate curriculum to develop preschool skills for 3- and 4-year-old children in preparation for kindergarten.

Skill Set:

- Must exhibit a love and passion for children, demonstrating the ability to nurture, encourage, and communicate well with children and parents
- Knowledgeable about the educational, developmental, and spiritual need of children and dedicated to helping parents meet those needs

Competencies:

- Accepting Responsibility
- Adaptability/Flexibility
- Building and Supporting Teams
- Communicating Effectively
- Delegating Responsibility
- Demonstrating Initiative
- Establishing Relationships
- Following Policies and Procedures
- Integrity/Ethics
- Interpersonal Skills
- Maintaining Work/Life Balance
- Managing Resources
- Patience
- Personal Organization
- Servant Leadership
- Teamwork

Experience Qualifications:

- Must complete "Child Protection Program" training and meet approval requirements
- Meets state licensing requirements for a preschool teacher
- Minimum 60 college credits and 12 of which are in child development, but preferably a bachelor's degree in Children's Ministry, Elementary Education or Early Childhood Development
- Demonstrates personal and spiritual maturity
- Experience in Children's Ministry is preferable
- Must have proven classroom experience
- Exhibits loyalty to the ministerial staff, other staff members and the mission of Woodside Bible Church

Duties and Responsibilities:

- Develops and implements age-appropriate curriculum for preschool classes
- Provides physical, emotional, and intellectual support and stimulation to each child in the class, as appropriate for the circumstances
- Provides a relationship of trust and community with the children in the class, which will enhance each child's development of positive self-image

- Provides support and assistance to parents when they arrive and leave with their children
- Maintains positive relationships with preschool staff
- Provides periodic assessments of the children, director, and the program’s overall effectiveness, with the intent of continuous improvement for the preschool program
- Attends class family fieldtrips
- Attends continuous education training classes, workshops and seminars as offered
- Demonstrates punctuality and notifies director in case of absence or tardiness
- Demonstrates reliability in attendance.
- Maintains supplies and materials required for preschool
- Promotes preschool to ensure enrollment
- Maintains open lines of communication between parents and staff

Spiritual Responsibilities:

- Ensures that all actions performed within the context of this job position accomplishes and furthers the mission, vision, and values of Woodside Bible Church (Belong, Grow, Reach)
- Committed to being a member in good standing of Woodside Bible Church. Actively engaged in Life Groups, attending (Troy campus), worshiping, giving, serving, and praying for the church body
- Adheres to the Statement of Faith as established and approved by Woodside Bible Church

Disclaimers:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED REVIEWED BY		DATE	
APPROVED BY		DATE	

