

# HERITAGE SCHOOL

## JOB DESCRIPTION

**Position:** Teacher

**Report To:** Heritage School Director

The Heritage School hire is a 9 month contracted job assignment. The employee's placement may vary as needs arise or change throughout the year. All employees must be willing to be flexible in regards to their work assignment.

### Qualifications

1. Degreed and certified in early childhood and/or elementary education at the Kindergarten level.
2. Able to communicate the love of Jesus Christ to students and parents.
3. Able to partner with a Teacher Aide.
4. Excellent Work Ethic
5. Able to lift 40 lbs. and vacuum a classroom as needed
6. Mobility, able to move quickly towards children
7. Willing to change diapers and/or soiled clothes

### Requirements

1. Have a personal relationship with Jesus Christ.
2. Able to sign Church of the Saviour's Statement of Faith
3. Annual signing of Heritage School's Biblical Lifestyle Commitment.
4. Submission of a biennial Health Assessment and maintenance of a current Tuberculosis Mantoux screening.
5. A current Criminal Background Check, a Child Abuse Clearance and FBI Federal Criminal History Record.
6. Commitment to ongoing professional development through the maintenance of a 5 Year Professional Growth Plan while employed at Heritage School.

### Responsibilities

Classroom Instruction:

1. Supervise and insure the safety and well-being of the children at all times, being alert to the needs and/or problems of the children as individuals and as a group.
2. Weekly lesson plans must be in accordance with Heritage School's guidelines and incorporate State Standards for early education. The teacher is expected to follow the school's thematic guide, established curriculum, Scope & Sequence, and Curriculum Map. All teaching is age-appropriate and incorporates our developmental and spiritual philosophy.
3. Have a working knowledge of your students' characteristics and developmental stages.
4. Maintain a student portfolio for each child, by adding samples and examples throughout the year to reflect individual student growth.
5. Maintain observational notes on each child, and incorporate the child's individual needs into the weekly lesson planning.
6. Field Trips and all media choices must complement the curriculum and have the approval of the Director.
7. Implement the daily program with the help of a Teacher Aide, following the assigned schedule.
8. Handle discipline promptly and in accordance with the school's Child Guidance Policy.

Classroom Maintenance:

1. Decorate the room and the hall wall with pictures, children's art-work and other hangings that reflect the monthly theme. There should be a Christian emphasis in a portion of the room.
2. Keep classroom, storage closets, and bathroom clean, neat and orderly.
3. Be good stewards of the facility, report all needed repairs to the office.

Parent Communication:

1. Publish a monthly newsletter and pic collage.
2. Communicate frequently via email (reminders, notes, updates, changes, invitations etc)
3. Maintain a "Parent Information Board".
4. Formal Parent Conferences are held in the Fall and Spring.
5. Communicate with the parent as much as possible. Pray for them and follow-up with any concerns. Alert the director to any special needs/conflicts that may arise.

Administrative:

1. Minor supply purchases will be reimbursed when accompanied by a receipt and in accordance with the established account for your class. Other purchases need the director's approval. Expenses must be submitted within 30 days of purchase.
2. Be in compliance with school policies.
3. Be familiar with the **Teacher Manual, Heritage School Policy & Procedure Manual, and the Parent Manual.**
4. Keep the director informed in advance of program needs.
5. Report to the director any student special needs or problems.
6. Report to the director any cases of suspected child abuse or neglect.

Professional Development:

1. Submit yearly goals developed from the end-of-year Self Assessment and Teacher Evaluation.
2. A 5-Year Professional Growth Plan must be developed at hire, and maintained while employed at Heritage School.
3. Attend monthly Staff Meetings, In-Service Days, and additional events as per the school's calendar and/or as indicated in the Employee Contract.
4. Attend the ACSI Early Childhood Conference provided by the school.
5. Earn a minimum of 12 Clock Hours in Early Education per year.

**I have read the above job description and understand the expectations of this position.**

\_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (print name)

Revised: 05/2019