

Wichita Christian School Preschool Teacher
Responsibilities/Duties/Functions/Tasks

Administrative Duties

- Hours-7:30-3:30, Please arrive on time.
- Follow all policies and procedures of Wichita Christian School Preschool
- Be knowledgeable of and adhere to state licensing regulations and Accreditation standards
- Attend monthly staff meetings.
 - Time and length subject to change per the director.
 - Children can attend ASC during ASC

- Plan and execute developmentally appropriate lesson plans and ensure all materials needed are prepared and accounted for ahead of time.
- Become educated on the developmental level of the children in your care.
 - Including their age appropriate responses emotionally and socially
- Assess individual students throughout the school year using strategies such as observations, collecting of work samples and other methods to be determined by director.
- Respect confidentiality of WCS families and staff.
- Attend continuing education trainings to complete required hours.
- Actively participate as part of the preschool team of teachers.
- Check email at least 3 times a week and respond in a timely manner.

Environment

- Ensure a safe and welcoming environment and complete daily tasks assigned.
 - **AT NO TIME SHOULD CHILDREN BE LEFT UNATTENDED!**
- Provide a supportive environment in which children are encouraged to participate both as individuals as well as members of a classroom community.
- Provide regular cleaning of materials and classroom spaces.
- Rotate materials on a regular basis and maintain classroom organization.

Program for Children

- Provide activities and opportunities that allow children to learn through play encouraging curiosity, exploration and problem solving.
- Create age appropriate opportunities that introduce basic concepts, math and literacy using a variety of approaches.
- Support children in their social-emotional development using multiple approaches beginning with positive guidance techniques.
- Key into milestones children achieve and take notes.
- Support physical activity and nutrition education.
- Teachers should be on the floor or actively engaged with their students.

Parents

- Build positive relationships with preschool families and encourage an open-door classroom experience for all.
- Maintain open communication with parents and utilize various approaches to ensure child achievements are regularly shared and celebrated.
- Participate in parent-teacher conferences as needed to discuss the child's development and needs.
- Attend all program orientations, open houses, and family events as planned through the year.
- Communicate child concerns and family needs with director.

Faculty/Staff Dress code

We understand the need to be comfortable and be on the floor with your children. You still must maintain a level of appropriate attire befitting Wichita Christian School.

- Appropriate necklines at all times
- Well-groomed at all times
- No clothing worn in a slouchy manner
- If leggings are worn top must be long enough to appropriately cover bottom when bending over. No leggings with mesh cutouts.
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Faculty Disciplinary Action

- An oral warning will be given.
- A written warning will be given and placed into the personnel file of the employee.
- Continued non-compliance may result in termination.

Other requirements

- **No personal cellphone use during times when you are responsible for children.**
- Arrive promptly at your appointed time each day. Teachers must arrive at 7:30. Children must be picked up no later 7:30 in the lunchroom.
- Teachers may be assigned to early morning or after school duties on a rotating basis.
- Teachers leaving campus during the day must let the office know they are off campus.
- If you are aware ahead of time that you will need a substitute please contact someone from our substitute list and schedule them for your date(s). Inform the office and fill out appropriate paperwork for your absence. If you need one on short notice first contact subs, after **contact Margaret before 9 pm or after 6 am.**

**WICHITA CHRISTIAN SCHOOL
PRESCHOOL FACULTY/STAFF
SIGNATURE PAGE**

I, _____, have received, read, understand and agree to abide by the Preschool teacher's/teacher's aide job description and policies.

Signature _____

Date _____