

## EARLY CHILDHOOD TEACHER

Job Description



**Employee Type:** Full-time or Part-time

**Date Prepared:** 2/12/2024

**Reports To:** Preschool Director

**OVERVIEW:** Early Childhood Teachers (ECTs) work collaboratively with the Preschool Teaching Team. The ECT delivers a high-quality, developmentally appropriate, teacher-directed, child-focused curriculum, undergirded by the school's mission and educational philosophy. The ECT has a good understanding of children's cognitive, social, emotional, physical, and spiritual development and ensures a safe and stimulating classroom environment where children are actively engaged and encouraged to succeed. The ECT instructs students in literacy and pre-writing, math, phonemic awareness, science, and Bible through rich literature and engaging, hands-on activities. The ECT provides a rich feast of opportunities for children to learn by experimenting and doing: through art, building, dramatic play, science, math, music, writing, and gross motor. The ECT guides students in developing social/emotional skills and age-appropriate independence. He/she accomplishes this through the creation of lesson plans, inspiration, positive feedback, and constructive criticism with the goal of promoting intellectual curiosity and Christian formation.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Classroom Instruction and Management

- Prepare and implement weekly lesson plans following the provided Pacing Guide/Scope & Sequence.
- Develop classroom activities based on developmentally appropriate practices and early learning standards.
- Plan individual and group activities to actively engage children and encourage growth in all domains - physical, cognitive, social, emotional and spiritual.
- Ensure compliance with all school policies and state regulations, including health, safety and administrative requirements.
- Maintain a clean and orderly classroom.
- Participate in non-academic duties as assigned by the Director (e.g., morning drop-off, afternoon pick-up, cleaning and sanitizing toys and classroom materials)
- Participate in regular (monthly, unless otherwise specified) teacher-in service meetings
- Provide curriculum feedback to the Preschool Director.

#### Partnership with Parents

- Maintain regular communication with parents through daily greeting and informal interactions, weekly email updates, progress reports, and conferences.
- Participate in parent-related special events throughout the year (e.g., Recitation, family engagement events, etc.)
- Complete individual student assessments to help inform parent-teacher conferences.
- Respond to parent communications and resolve concerns in a timely manner

### **Support of ACA Mission, Culture and Teaching Efforts**

- Cultivate a solutions-oriented outlook, a mentality of proactive action rather than reaction, a balance of excellence and grace, and a demeanor that glorifies God.
- Cultivate camaraderie and team-building with fellow employees.
- Model school values and culture. Lead by example.

### **ESSENTIAL SKILLS AND EXPERIENCE**

- Bachelor's degree in Early Childhood Education, Elementary Education, Special Education, Family and Child Development, or Child Psychology, or
- Current Early Childhood Professional Credential 3.0 Level 2 or higher, as determined by the Colorado Office of Early Childhood or
- Bachelor's degree in other fields may be considered; additional early childhood related coursework may be required.
- Commitment to ACA mission, statement of faith, and employee standards of conduct.
- One year minimum of classroom teaching experience (not required for Assistant Teachers)
- Familiarity with Classical Christian education or willingness to learn about the Classical Christian Educational model.
- Excellent oral and written communication skills.
- Strong organizational and interpersonal skills.
- Ability to work well with children, staff, and parents.

### **SALARY AND BENEFITS**

- \$28,000-34,000 annual salary (for full time teachers), depending on experience and qualifications.
- Four-day schedule; full time is 32 classroom hours per week.
- PTO: four full days per year (for full time teachers), in addition to days the school is closed.
- Sick Leave: five full days per year (for full time teachers).
- Partially sponsored health and dental insurance plans.
- Reduced ACA tuition for dependents.
- Employee Continuing Education Tuition Benefit with Colorado Christian University.