

WSM Job Description Kindergarten Teacher - Wonder Club Program

Summary: The teacher is responsible for the planning, teaching, assessing, and managing of children within assigned class and the management of allocated space. This is a school year position.

FLSA: Exempt

The Kindergarten Teacher must be:

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current member or regular attendee of a local church.
3. Able to fully support the core values and philosophy of WSM ministry.

Essential Duties:

- To share the gospel of Jesus Christ with children and parents as opportunities arise.
- To implement and maintain approved programs and lesson plans for assigned group of children that will act as a guide in teaching in the following domain areas; spiritual, academic, social, physical, creative, and emotional and in a developmentally appropriate manner.
- To manage the classroom space and other areas the children use so that the environment is a safe, respectful, clean, and orderly place that will encourage learning for young children.
- To assess student's progress throughout the school year in order to reflect those accomplishments on checklists, report cards, or other appropriate forms, so that the information can be distributed to the parent/guardian at appropriate times such as during a parent-teacher conference.
- To schedule and meet with the parents/guardians of our students for parent-teacher conferences, which are held twice annually at the school, and once at the half-day program.
- To maintain daily attendance record and skills checklist for students.
- To insure classroom school tools/materials are properly inventoried, ordered, used, maintained, and stored.
- To assist the Lead Teacher in planning, preparation and/or implementation of weekly chapel, newsletter, calendar, and family activities as needed.
- To communicate in a timely manner to parents about their child, specials events, and other program related issues. Likewise, to communicate matters of concern in a timely manner to the Lead Teacher about students, parents, staff, program, and facility.
- To encourage Christ-centered relationships between staff, children, and parents, in various ways including exemplifying an appropriate personal walk with the Lord before these individuals.
- To oversee volunteers in your assigned class
- Other duties as assigned

Education and Experience: A Bachelor's Degree in early childhood education required and one year or equivalent experience with young children preferred. Must have a valid PA driver's license to drive van. Must have excellent communication and interpersonal skills.

Reports to: Wonder Club Director

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 35 pounds.

Christian Life: As an employee of Water Street Ministries, you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or counseling sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is

above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.