

Water Street Mission Job Description

Part-Time Pre-Kindergarten Teacher – Wonder Club Program

Summary: Responsible for the planning, teaching, assessing, and managing of the Wonder Club School Pre-Kindergarten classroom. This is a school year position beginning in August until June.

FLSA: Part-Time, Non-Exempt

The Wonder Club Pre-Kindergarten Teacher must be:

1. Willing to sign the Water Street Mission 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 ministry held by Water Street Mission

Essential Functions:

- ☐ Shares the gospel of Jesus Christ with children and parents as opportunities arise.
- ☐ Implements and maintains a classroom for pre-kindergarteners that would minister to their spiritual, academic, social, physical, and emotional needs.
- ☐ Creates lessons and learning centers for pre-kindergarteners that are developmentally appropriate, preparing each child for kindergarten.
- ☐ Assesses student's progress throughout the school year in order to reflect that progress on report cards distributed at parent-teacher conferences.
- ☐ Schedules and meet with the parents of students twice during the school year for parent-teacher conferences.
- ☐ Maintains daily attendance records for students.
- ☐ Encourages communication with parents by contributing to a Wonder Club School newsletter and calendar.
- ☐ Insures that all school tools and materials are properly used and maintained.
- ☐ Works with the Wonder Club Director in planning family activities during the school year.
- ☐ Communicate matters of concern about students, parents, staff, and programming to the Wonder Club Director.
- ☐ Ensures a consistently safe learning environment in the classroom, playground, and throughout the day
- ☐ Performs other duties as assigned.

Reports to: Wonder Club Director

Education and Experience: A bachelor's degree in early childhood or elementary education; valid PA driver's license preferred, computer skills expected.

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, 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.