

## **Water Street Mission Job Description Full-Time Pre-Kindergarten Teacher – Wonder Club Program**

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

**FLSA:** Full-Time; 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 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.
- Manages 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.
- Assesses 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.
- Schedules and meets with the parents/guardians of our students for parent-teacher conferences, which are held twice annually at the school.
- Maintains daily attendance record and skills checklist for students.
- Insures classroom school tools/materials are properly inventoried, ordered, used, maintained, and stored.
- Assists the Director in planning, preparation and/or implementation of weekly chapel, newsletter, calendar, and family activities as needed.
- Communicates 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 Director about students, parents, staff, program, and facility.
- Encourages Christ-centered relationships between staff, children, and parents, in various ways including exemplifying an appropriate personal walk with the Lord before these individuals.
- Oversees volunteers in your assigned class.
- Performs other duties as assigned.

***Reports to:*** Wonder Club Director

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

***Physical Demands:***

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

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.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel – *continuously*
- Lift and/or move up to 35 pounds – *occasionally*

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***Christian Life:***

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.