

Water Street Mission Job Description Pre-Kindergarten Teacher – Wonder Academy

Summary: Responsible for the planning, teaching, assessing, and managing students in the assigned class, and manage the assigned class space. School year position: begins in August and ends in 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:

- Share the gospel of Jesus Christ with children and parents as opportunities arise.
- Implement and maintain approved programs and lesson plans for assigned group of children in the following areas, in a developmentally appropriate manner: spiritual, academic, social, physical, creative, and emotional.
- 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.
- Assess students' 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.
- Schedule parent-teacher conferences twice annually in coordination with the whole team.
- Maintain daily attendance record and skills checklist for students.
- Insure school tools/materials are properly inventoried, ordered, used, maintained, and stored.
- Assist the Director in planning, preparation and/or implementation of weekly chapel, newsletter, calendar, and family activities as needed.
- Communicate in a timely manner to parents about their child, specials events, and other program-related issues. Likewise, communicate matters of concern in a timely manner to the Director about students, parents, staff, program, and facility.
- Work in full coordination with all Wonder Academy/WSM staff at all times to identify, report and respond appropriately to any potential threats to the safety and wellbeing of children.
- Encourage and model Christ-centered relationships between staff, children, and parents.
- Oversee volunteers in assigned class.
- Perform other duties as assigned.

Reports to: Wonder Academy 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.