

## **Job Description for Afternoon Teacher (Part Time)**

**Responsible to: Lead Teacher/Director**

### **BRIEF DESCRIPTION:**

This year-round position will begin in January of 2019. The Director/Lead Teacher will create curriculum and an outline of daily of activities. It is the job of the afternoon teacher, then, to instruct students in implementation of the afternoon curriculum and activities.

A typical day will include:

- 1:00 Supervision of rest times
- 2:15 Direct instruction of Music and Movement Activities
- 3:00 Assist with Toilet, Handwashing and Snack Time
- 3:45 Direct instruction of Art and other curriculum (on a rotation)
- 4:45 Clean Up and Prep for Dismissal

The Lead Teacher will come back in to relieve the Afternoon Teacher at 5:00 p.m.

Additionally, as this job is part of a greater ministry of Saints Peter and Paul Lutheran Church, teachers are expected to demonstrate Christ's love through their actions. All conduct while in the classroom should be loving and caring.

The Afternoon Teacher position is twenty (20) hours per week, from 1:00 p.m. to 5:00 p.m. As such, it does not offer benefits or breaks during the shift. Paid time off is available, and will be granted based on availability.

### **PREFERRED (NOT REQUIRED) PROFESSIONAL QUALIFICATIONS**

1. Bachelor's Degree in Education.
2. Experience with preschool-aged children.
3. Experience working with and supervising classroom aides.

### **REQUIRED PERSONAL QUALIFICATIONS**

1. Have the stamina, both physical and emotional, to work with children.
2. Demonstrate initiative and competence in working effectively without close supervision.
3. Be able to provide supervision to teacher's aides and volunteers.
4. Have genuine-Christ-like love for children.

### **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT EXPECTATIONS**

1. Be a committed Christian dedicated to meeting the needs of the community.
2. Understand the mission of the center, and see this role as a responsive ministry.
3. Understand that the teacher's first priority is to be a positive role model, an example of Christ's love, with a consistent gentle temperament.
4. Approach the job with enthusiasm, ask for help when you need rest.
5. Establish caring relationships with children and families and communicate often.
6. Attend all staff meetings, seminars, and workshops whenever possible.
7. Maintain Red Cross first aid and child and infant CPR certification.

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### **STAFF COOPERATION DUTIES**

1. Support other staff by being a positive role model, treating others with respect and care.
2. Supervise the teacher's aide and volunteers while in the classroom.
3. Meet with the Director weekly to go over lesson plans/schedule for questions.
4. Meet with other staff, when asked, for planning and problem solving.
5. Be punctual; other teachers depend on you. Working hours are 1:00 p.m. - 5:00 p.m.
6. Call director in a timely manner when ill or otherwise detained and follow sub protocol.
7. Be familiar and comply with policies in the staff manual.

### **CHILD MANAGEMENT DUTIES**

1. Directly supervise implementation of the afternoon classroom schedule.
2. Directly supervise nap/rest time in the afternoon.
3. Directly supervise afternoon art, music, and movement activities.
4. Supervise and participate in snack with the children.
5. Assist in executing fire, tornado, lockdown, and other emergency drills.
6. Handle discipline measures as described in the staff handbook.
7. Administer first aid when necessary; assist in reporting all accidents/incidents on forms.
8. Supervise bathroom/toilet use and help as needed (primarily an aide duty).
9. Maintain an environment that is Christ-centered, positive, nurturing, and challenging.
10. Relate instruction to the mission and objectives of the school.

**TO APPLY:**

Contact the Director at [jaimeschuldt@copperluth.org](mailto:jaimeschuldt@copperluth.org) for full application directions.