

Weekday Mission Statement & Job Description

Mission Statement:

The mission of the Weekday Education Program of First Baptist Church Collinsville is to nurture pre-school children in basic life skills and provide age-appropriate educational instruction in a faith-based setting.

Responsibilities for Teacher/Director

Plan and supervise classroom activities
Develop lesson plans and curriculum for the Weekday Education Program
Insure the order and cleanliness of the classroom
Arrange for and provide lesson plans for substitute teachers
Guide and give direction to teacher's aides and any classroom volunteers
Treat each student and parent with dignity and respect
Operate the Weekday Education Program within budget
Provide enrollment materials that reflect the policies of the program
Plan for and conduct fire and disaster drills
Plan programs, field trips and outings
Arrange for nutritious snacks, keeping in mind any food allergies
Maintain a safe and healthy environment
Use appropriate behavior management and classroom discipline
Establish consistent communication with parents and children

Qualifications

Be a person of faith in Jesus Christ
Relate well with young children and adults
Have at least 2 years experience working with preschool children
Have had classes in Early Childhood Education (preferred)