

Job Description and Duties Of Teacher of Covenant Weekday Preschool

Hours: 8:30 – 1:15 (days vary by position) August – May

Compensation: See Pay Schedule on back of page

Vacation: All Huntsville City Schools holidays including Summer break with the exception of two summer meetings, and flexible hours as needed to prepare classroom for the upcoming school year.

Supervisor: Director of Covenant Weekday Preschool

A teacher of Covenant Weekday Preschool will be responsible for the safety and well-being, Christian nurture, and early childhood education of the children enrolled in her class.

RELATIONSHIP TO DIRECTOR, SCHOOL, AND CHURCH

- Reports to the Director.
- Maintains school hours from 8:30am until 1:15pm during the months of August through May. Holidays are to coincide closely with public school holidays.
 - Attends two summer planning meetings (July and August) and occasional after school events.
- Works closely with other members of the school staff on use of space, equipment, and daily time schedules.
- One paid sick or personal leave day will be allowed for each day per week worked. Informs Director if absence is necessary no later than 7:00am on day of absence so that a substitute can be secured.
- Continues educational growth through reading, professional organizations, or workshops
- Attends First Aid/Pediatric CPR training yearly (scheduled in summer by Director).
- Must be professing Christian and an active member in good standing of a local Christian church (does not have to be Covenant Presbyterian Church)

OTHER DUTIES

- Plans and implements a developmentally appropriate **play based** program of early childhood education under the supervision of the Director. This program uses an integrated approach to provide for all areas of the child's development (physical, emotional, social, communicative, and cognitive).
 - This includes literature, music, language, expression, and motor development (gross and fine motor).
- Uses developmental assessment of children's progress and achievement to plan curriculum, identify children with special needs, and evaluate program's effectiveness.
- Works in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children.
 - Contacts the family of a child on the second consecutive day of absence.

- Establishes a daily routine and schedule for the class, prepares daily lesson plans, and keeps daily attendance.
- Provides an attractive and creative classroom that reinforces goals and units of study. Maintains seasonal or monthly bulletin boards, door decorations, etc.
- Sets up classroom each day prior to children's arrival with regard to materials and equipment and at the end of the day returns them to their proper storage areas.
- Provides consistency by planning regularly with other teachers in age group.
- Responsible for the appearance and cleanliness of the classroom with regard to materials and equipment used daily.
- Cleans toys and equipment each summer and throughout the year as needed (beyond normal disinfecting)
- Follows school health policy in regards to diaper/soiled clothing duties.

Preschool Teacher Pay Schedule:

Paid over 10 months: August to May

Hours 8:15AM to 1:15PM

4 day pre-k teacher - \$13,554

4 day teacher (not pre-k) - \$13,554

3 day teacher (not pre-k) - \$10,166

2 day teacher (not pre-k) - \$5,792

1 day teacher (not pre-k) - \$2,896

Aide (per day) - \$2,706

Revised February 2024