

## POSITION DESCRIPTION

|              |                               |            |                 |
|--------------|-------------------------------|------------|-----------------|
| Department   | The School for Young Children | Reports To | School Director |
| FLSA Status  | Non-exempt                    | Grade      |                 |
| EEO Category | 2 - Professional              |            |                 |

## POSITION SUMMARY

Provide a safe and nurturing environment for the children and to teach them daily about the Lord Jesus Christ. Create an atmosphere of Christian love and fellowship within the classroom and school community. Perform all duties outlined in this description, providing a balanced program of developmentally appropriate, hands-on experiences for the age and needs of the class to which the teacher is assigned. Assists with Back-to-School Parent Meeting, Children's Open House, Art Show, Parent Education Nights and End-of-Year Celebrations. Exhibits Christian behavior in attitude, speech and actions toward others.

## WORKING CONDITIONS

General classroom and sometimes sedentary, requiring periods of time at a keyboard. Ability to exert a light degree of physical effort including carrying, pushing, pulling, climbing, balancing, standing, stooping, kneeling, crouching, crawling, walking and the assisted lifting of objects and materials up to 30 pounds. Specific vision abilities include close vision and distance vision. Daily exposure to outside elements, including, but not limited to adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, wetness and wind. Ability to perform work from a computer and printer, use a telephone, and calculator. Manual dexterity, ability to reach, bend, use 3-step stool while safely lifting and lowering boxes and use a 4-step ladder to hang training materials or event decorations. Ability to travel to properties, meetings, training sessions or other business-related events. May be required to work extended hours to include weekends.

## ESSENTIAL FUNCTIONS

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| Maintains professionalism and strict confidentiality with all materials and information, always exercising discretion.                                                                                                           |
| Treats each child with dignity and respect, helping him/her to become an integral part of a group while considering the child in relation to his/her culture and socioeconomic background.                                       |
| Assumes positive intent of all parties during times of concern or conflict.                                                                                                                                                      |
| Provides and facilitates a comprehensive, dynamic, child-centered education based on developmental benchmarks, brain research, and the needs of the whole child.                                                                 |
| Creates a learning environment that is warm, accepting and supportive, where questions are encouraged and students know they are valued.                                                                                         |
| Empowers students to be resourceful and assists in developing conflict resolution strategies.                                                                                                                                    |
| Facilitates group consciousness, belonging and safety for risk taking.                                                                                                                                                           |
| Always exhibits behavior that is indicative of a mature attitude and an ability to deal successfully with opinions and views that differ and to approach teaching in a cheerful, optimistic manner.                              |
| Accepts rotating duties as assigned and duties necessary for the success of the school, as requested by the Team Lead and School Director.                                                                                       |
| Creates a classroom environment that is aesthetically appealing, inviting, multi-sensory and has readily accessible materials.                                                                                                   |
| Learns and continuously observes each student's strengths and struggles academically, physically, socially/emotionally and keeps anecdotal records.                                                                              |
| Establishes a positive relationship with parents; conducts student/teacher and teacher/parent conferences in a manner that is positive, respectful and growth oriented.                                                          |
| Communicates progress, concerns and child anecdotes with parents and teaching team members on an on-going basis.                                                                                                                 |
| Provides continuous attention to children during operational hours, ensuring they are never left without proper supervision.                                                                                                     |
| Reports to the Team Lead and School Director any concern regarding any child, staff or family in the school prior to discussing it with the child's parent.                                                                      |
| Informs the School Director of any concerns, or conflicts regarding the School, staff or families.                                                                                                                               |
| Enlists, assists and supports parent volunteers.                                                                                                                                                                                 |
| Prepares daily and for team meetings with activities, songs, stories and other ideas to support and enrich the school's curriculum.                                                                                              |
| Participates in promotion of school activities within the school's social media outlets, as assigned.                                                                                                                            |
| Ensures all home/school correspondence is approved by the School Director or Administrative Director before distribution.                                                                                                        |
| Keeps accurate, updated journals and anecdotal notes on each child with the help of assigned teaching team members.                                                                                                              |
| Assists in keeping accurate attendance records and contacts a child's parent/guardian from assigned group when he/she is absent more than two (2) days; reports all absences to the office.                                      |
| Maintains professionalism and strict confidentiality with all materials and information, always exercising discretion.                                                                                                           |
| Uses photos, written documentation, and children's work samples, as appropriate, to prepare at least four (4) documentation panels annually for display in the school, Parent Education Night and for Art Displays, as assigned. |
| Reports and records classroom accidents.                                                                                                                                                                                         |

Obtains a minimum of 24 hours of annual training.

Performs other duties, tasks and special projects as assigned.

### KNOWLEDGE, SKILLS & ABILITIES

| Education                                                                                                                        | Experience                                                                                                                                          | License & Certification                                                                                                 | Testing                                                                                                 | Other                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Degree in Early Child Education, Child Development or related field, preferred</li> </ul> | <ul style="list-style-type: none"> <li>Experience in early childhood programming</li> <li>Experience in play-based development preferred</li> </ul> | <ul style="list-style-type: none"> <li>Valid Texas Driver License</li> <li>Adult and Child CPR/First Aid/AED</li> </ul> | <ul style="list-style-type: none"> <li>Criminal background check – including finger printing</li> </ul> | <ul style="list-style-type: none"> <li>Apple Programs</li> <li>Google Programs Preferred</li> </ul> |

#### Special Note

Very important to this position are: English language, Christian beliefs, public safety, active listening, instructing, learning strategies, coordination, social perceptiveness, critical thinking, service orientation, judgement and decision making, active learning, complex problem solving, time management, writing and social orientation, sociability, leadership, positive attitude and attention to detail.

### EMPLOYEE NOTICE

This is a general description of the essential job functions for this position. The description provided is not necessarily inclusive of all essential functions, and does not include all duties, responsibilities and obligations of an employee in this position. Duties, responsibilities, obligations and functions can and will, as necessary, change as required by business necessity. Marvelously Made employee job performance is evaluated based on all aspects and functions of the position, whether or not specifically identified in this job description.

Marvelously Made is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Marvelously Made will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Marvelously Made's Administrative Director.

### APPROVALS

|                      |  |      |  |
|----------------------|--|------|--|
| Employee Signature   |  | Date |  |
| Supervisor Signature |  | Date |  |