

## Newington Courthouse Preschool and Kindergarten Teacher

1. Principle functions: Reports to the NCP director and is employed to assist the director in the ongoing activities of the program and to serve as a teacher.
2. Works under the NCPK Policy for Discipline of Children.
3. Works under the Commonwealth of Virginia Guidelines for Religious Preschools.
4. Responsibilities:
  - a. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
  - b. Work with the director and other teachers as part of a team in all areas.
  - c. Work according to the schedule outlined with the director.
  - d. Plan and carry out a daily teaching program consistent with the educational philosophy of the church.
  - e. Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, playing, working, health care, and safety.)
  - f. Maintain current technology skills to include: digital communication, digital lesson-planning, and familiarity with educational apps and programs.
  - g. Maintain awareness of SOL standards and the skills needed to prepare students for kindergarten or for first grade as appropriate.
  - h. Record significant incidents and experiences observed in the child. Place the information in the child's personal file.
  - i. Ensure that tables are washed down daily. Sanitize and clean chairs, toys, and other materials as needed. (This is each teacher's responsibility).
  - j. Attend classes, workshops, and other training opportunities as available.
  - k. Work with custodian to ensure a clean and orderly room each day.
  - l. Attend all parents' meetings and faculty and staff meetings.
  - m. Inform the director of needed supplies, repairs, and materials as far in advance as possible.