

**The Christian Academy
at Ben Hill United Methodist Church**

Teacher of Preschool Children (2 Positions)

The Christian Academy at Ben Hill United Methodist Church is seeking two teachers for its Bright from the Start licensed Christian Preschool Academy. One teacher is needed for each of the following age classifications: One Year Old or Two Years Old and Three Years Old.

The Christian Academy is a thriving weekday ministry of the Ben Hill United Methodist Church and is located in Southwest Atlanta. There is an enrollment of approximately 74 students ranging from one to five years of age and a teaching and support staff of 20.

The qualified candidates must be individuals who have dedicated their lives to Christ and have been called into ministry with children. The teachers will report directly to the Director of the Academy.

PROFESSIONAL RESPONSIBILITIES:

Teachers will:

- Plan and implement a developmentally-appropriate curriculum consistent with the Georgia Early Learning Development Standards (GELDS) using the ABeka Curriculum, Creative Curriculum and Opening a World of Learning and other resources.
- Design a classroom environment that promotes curiosity hands-on exploration, critical thinking and is a model for positive social relationships.
- Provide a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play; Organize and lead activities designed to promote cognitive, communicative, gross motor and social-emotional development, such as dramatic play, games, arts and crafts, music, storytelling, and field trips.
- Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.
- Supervise, evaluate, and plan assignments for teacher assistants and volunteers.
- Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and encouraging them to select activities of interest to them.
- Manage day-to-day classroom activities, including structured lessons, large and small group learning experiences, free play, bathroom breaks, lunch time and rest time for students.
- Attend to children's basic needs by feeding them, dressing them, and changing their diapers.
- Teach proper eating habits and basic hygiene.
- Establish and enforce rules for behavior, and procedures for maintaining order.

- Plan and supervise class projects, field trips, visits by guests, or other experiential activities, and guide students in learning from those activities.
- Select, store, order, issue, and inventory classroom equipment, materials, and supplies.
- Conduct observations and administer screening assessments to help determine children's developmental levels, needs, and potential and design the curriculum.
- Meet with other professionals to discuss individual students' needs and progress.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Provide disabled students with assistive devices, supportive technology, and assistance accessing facilities such as restrooms.
- Maintain accurate and complete student records as required by laws, regulatory agencies, and policies and procedures established by The Christian Academy.
- Maintain an open, friendly, and cooperative relationship with each child and family to promote a strong home-school connection.
- Meet with parents and guardians to discuss their children's progress and needs, determine their priorities for their children, and suggest ways they can promote learning and development at home.
- Conduct parent/teacher conferences a minimum of twice per year.
- Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence and in accordance with the requirements of Bright from the Start, other regulatory agencies and The Christian Academy.
- Inspect the school site and equipment for potential safety hazards and take corrective action or inform the Director to prevent injuries.
- Comply with all Bright from the Start licensing regulations and The Christian Academy Employee and Policy Handbooks.
- Perform other professional duties as designated by the Director.

REQUIREMENTS:

- Minimum of an Associate's degree in Early Childhood Education, Child Development, Elementary Education or Early Childhood Special Education from an approved, accredited college or university
- Satisfactory criminal background check (finger printing)
- Caring and nurturing attitude towards children
- Genuine disposition for engaging children and promoting curiosity and learning
- Knowledge of GELDS
- Ability to establish priorities, work cooperatively with others and independently with limited direct supervision, simultaneously manage multiple tasks, and deliver a quality work product by a designated deadline
- General proficiency in the use of the Microsoft Office Suite

- Excellent oral, written and interpersonal skills
- Exceptional organizational and administrative skills

SALARY:

This is an hourly 40-hour per week position. A competitive salary is offered that is commensurate with education and experience. Benefits available.

APPLICATION SUBMISSION PROCEDURES:

Interested persons should submit a cover letter that indicates the preferred classroom age level and résumé to gcbutts1974@gmail.com.