



Job Title: Preschool/Pre-Kindergarten Teacher

Reports to: Early Education Director

Work Schedule: Mon-Fri; on-campus, 8 hours per day, as determined by Early Education Director, during the school year and additional pre-approved time on or off campus as needed to perform job function.

The following are exceptions to the above work schedule. There will be no scheduled work during the following times:

- a. Thanksgiving Break
- b. Christmas Break
- c. Presidents Break
- d. Easter Break
- e. Fall Break

Notwithstanding the summer break schedule, Full time Preschool/Pre-Kindergarten teachers may be scheduled for up to two (2) weeks of work during the summer period. These dates will be assigned by the Director or Head of School and are considered part of the employee's annual job responsibilities.

Pay Range: \$27.00 - \$36.00/hour

Position Summary:

As the spiritual and academic leader of the classroom, the teacher shall prayerfully plan, organize, and implement a God-honoring, Jesus-focused, and Gospel-centered instructional program that guides and encourages students to serve, love, and impact the world in Christ.

Key Responsibilities:

- Create a Gospel-centered environment that establishes a culture of academic pursuit and love of learning.
- Effectively manage classroom by establishing procedures for teaching all academic and enrichment subjects as directed by the Early Education Director.
- Develop age-appropriate lesson plans and instructional materials for all subjects using various instructional strategies that engage and meet the individual child's needs while promoting literacy and mathematic development.
- Integrate biblical principles and a Christian worldview throughout the curriculum and in all co-curricular and extra-curricular activities.
- Observe and evaluate students' academic progress through formal and informal assessments and provide ongoing progress reports of students by keeping appropriate records.
- Effectively maintain proper discipline in the classroom and on the school premises.
- Keep a clean, attractive, and well-ordered classroom; create functional and attractive displays, bulletin boards, and interest boards on approved interior spaces available to teachers within the classroom.
- Partner with the administration by following attendance procedures, maintaining licensing health and safety protocols.
- Complete any additional administrative requests as determined by the Early Education Director or Head of School.

- Work cooperatively with the Early Education Director to support students with cognitive, medical, physical, and emotional challenges that may affect academic learning and performance.
- Communicate with parents through conferences and other appropriate means to discuss student's progress and behavior.
- Respond to all communication requests as soon as possible, but no later than the end of the following business day.
- Develop and maintain rapport with students, parents, and staff.
- Attend and participate in functions as outlined in the Teacher Agreement or as requested by the Head of School.
- Understand all emergency procedures and effectively implement all Lock Down, Fire Drill, and Earthquake protocols.
- Prepare detailed information and materials for substitute teachers according to the Procedure Manual.
- Submit weekly lesson plans to the Early Education Director.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

Education, Skills, Experience, and Attributes:

- High School Diploma/GED; must have 12+ core semester units in early childhood education/development & 6 months experience in a licensed childcare center or comparable group childcare program.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.
- Proficient in all school-related data systems.
- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local, evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

Physical Demands:

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily, and able to attend weekend and evening functions on occasion.

Benefits Available for Full-Time Employees:

- Paid Holidays
- Paid Time Off
- 403b + Employer Contribution
- Medical
- Dental
- Vision
- Flexible Spending Accounts
- Group Term Life/AD&D
- Voluntary Life/AD&D
- Short-Term Disability

- Long-Term Disability
- Employee Assistance Program
- Fitness & Wellness Program
- Additional Perks