



**MISSION HILLS
EARLY LEARNING CENTER**

EARLY LEARNING CENTER TEACHER

Department : Ministry Environments

Direct Report : Early Learning Center Director

Position : Part-time

PURPOSE OF POSITION:

To be responsible for and provide experiences and guidance that will promote optimum development of children within a Christ-centered environment while supporting the implementation of the vision, mission and core values of Mission Hills Church.

QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
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- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ & lives out biblical truth
- Ability to evangelize and disciple children
- Loves children and demonstrates a clear commitment to love and care for children and their families
- Strives for excellence in preschool education
- Personable, trustworthy, approachable, fair, flexible, encourager, possesses a servant's heart and a calm demeanor.
- Team player, active learner, and a problem solver
- Ability to delegate, partnering skills, organizational skills, self-starter
- Ability to communicate with, supervise, train and evaluate the assistant teacher
- Ability to offer a classroom program that meets the emotional, physical, intellectual, social and spiritual needs of both the child and group of children
- Ability to interact, initiate and encourage the children in the activities of the day
- Ability to use appropriate and positive discipline
- Ability to create and implement age appropriate written lesson plans
- Classroom experience (preferred)
- Maintains Colorado State Rules and Regulations
- Knowledge and experience with ACSI (Association of Christian Schools International) guidelines and regulations
- Must be 21 years old
- Background check and fingerprints must be completed within five days of working with children
- Must submit a signed and dated medical statement from a licensed physician within 30 days of employment and every two years thereafter.
- See next page for state approved qualifications for lead teacher

RESPONSIBILITIES:

- Ability to create a warm and safe environment that is orderly, clean and appealing, that permits the child to grow and explore
- Oversees the day to day functions of the classroom, have all learning centers represented and prepare materials
- Establish and maintain good communication with parents through monthly newsletters, calendars, parent/teacher conferences on a daily, informal basis
- Communicates well with director, classroom teacher, staff and parents
- Keep observation records on each child and maintain all classroom records and files
- Assists with the day to day functions of the classroom and preparation of the materials
- Comply with and support Mission Hills Church and ELC policies
- Attend monthly staff meetings, teacher training days, annual performance reviews, and special events
- Complete all required trainings

EARLY CHILDHOOD TEACHER QUALIFICATIONS:

An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and must meet at least one of the following qualifications:

- a) A Bachelor's degree from a regionally accredited college or university with a major area of study in one of the following areas:
 - 1) Early childhood education;
 - 2) Elementary education;
 - 3) Special education;
 - 4) Family and child development;
 - 5) Child psychology.
- b) A Bachelor's degree from a regionally accredited college or university with a major area of study in any area other than those listed at Section 7.702.54, A, 1, and additional two (2) three-semester hour early childhood education or guidance strategies.
- c) Current early childhood professional Credential Level III Version 3.0 as determined by the Colorado Department of Education.