



Teacher expectations

General

The C3 Preschool's primary goal is to be a ministry to our community as an extension of the C3 church. Providing a high-quality preschool, but more importantly, teaching Christian values and beliefs. Therefore, the staff is expected to conduct and model themselves according to these philosophies. The staff of the C3 Preschool will work together as a team to create a unified, loving, and educational atmosphere for students, families, and each other. Teachers will attend monthly staff meetings to plan school-wide themes and special events. Teachers are welcome to put an individual touch in how they operate their classrooms, if it still follows the direction and methods set by the C3 preschool. Staff will also respect that their classroom and certain materials are shared with other ministries of the church. Any concerns should be addressed with the director. Staff should dress with appropriate modesty so that they can bend down or over without being inappropriately exposed.

Planning

Teachers are expected to have written weekly lesson plans and have materials prepared in advance. Lessons and activities should be active, hands-on & explorative with a generous time allotted for the students to learn in this manner. Exploration time could look like planned centers such as dramatic play, writing, math, reading, art, science, blocks, or sensory, etc. Centers should be planned to help students explore and learn about the themes chosen while supporting appropriate learning goals. Students should be given ample time to use these centers either as a free choice or in a rotation. Teachers will refer to the Indiana Foundations while planning and setting goals for students. Teachers should plan activities that incorporate the 5 senses and social-emotional development. Creative art activities should also be planned for students to imagine and for self-expression. Coloring pre-drawn forms, or producing identical, follow the direction art should be limited. Rather a process vs. product work is more valued. The use of worksheets should be well thought out and pertinent to learning goals. Teachers are encouraged to find hands-on ways to accomplish these goals, but also expose children to some valuable paper/ desk work. Reading a book aloud to children is expected to be a part of the daily routine. The use of songs and fingerplays and rhymes should also be incorporated into lessons/meeting times. YouTube videos should be pre-screened, educational, and pertinent to the theme and used as a teaching aid. These requirements are a part of early childhood education best practice and apart of the Indiana Foundations.

Guidance/ Discipline

Teachers are expected to model and teach behavior expectations to their classes. Expectations should be age-appropriate and made clear to students. Staff will try to prevent behavior problems by having interesting, age-appropriate activities prepared, and by consistently, clearly defining the expectations. The staff will model and teach conflict resolution so that students can practice these skills in the class. Teachers will focus on positive behavior in class, encouraging the students' understanding of self-control and good decision making.

Sometimes, however, a child misbehaves or endangers her/ himself or others and makes intervention necessary. The staff will talk with the child about the actions, discuss possible solutions, and redirect to another activity. The staff will not use corporal punishment, humiliating or frightening discipline, or withhold snack. The staff is welcome to talk with the director for additional support and strategies. Teachers should also keep parents/guardians informed of any continuing behavior patterns and use the student's parents/guardian as a resource to help the child.



Materials

Teachers are welcome to use materials provided in the resource rooms of the church. If additional materials are needed, please inform the director, so she has time to purchase them. Reimbursements of supplies and materials must be approved by the director prior to being purchased. Any teaching aides created with preschool supplies will be considered the property of the school. Any toys or supplies bought by teachers should be properly labeled.

Attendance

Consistent, daily attendance is vital to the development of attachment and relationships in young children and is of great value to our program, both for our students and the school as a whole. Teachers are expected to be in the classroom, prepared, and awaiting the children by 8:40 and stay until 11:40 or when their last student has been picked up.

Teachers are given 3 paid days off a year. Written lesson plans and prepared materials are still expected in your absence. If more days are needed than the 3 allotted, teachers will have a reduction in pay of \$45 per day. Staff should be able to plan outside appointments and commitments around their work schedules. Time off needs to be planned at least 2 weeks in advance, unless it's due to illness, with the director. There should be no more than 1 staff member gone at a time.

The director and teachers will have monthly meetings in order to plan school-wide themes and special events.

Hours & Compensation

Class meets from 9-11:30 Tuesday, Wednesday and Thursday. Teachers are paid for the 2.5 hours of instruction time, plus 30 minutes to cover arrival and dismissal time. Teachers also receive an additional hour of paid planning time each day. Paid monthly staff meetings, along with paid hours towards first week and last week preparations. Teachers are paid a salary of \$6,500 for the school year. Payments will be made through direct deposit bi-weekly.

If you have additional questions or would like to apply for the C3 Preschool Teaching position please email your resume to preschool@conversechurch.org.

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