

First Steps Preschool Teachers & Sub-Teachers Job Description

Qualifications for employment at Katy's First include having made a life commitment to Jesus Christ, agreement with the beliefs and governance of Katy's First, and having a work history and lifestyle that are consistent with biblical principles.

1. Teachers and Sub-Teachers

- A. Teachers shall be Christian.
- B. Teachers shall be active in attendance and stewardship to their church and have an obvious love for children.
- C. All applicants for employment including substitute positions will be asked to give a brief testimony of the salvation experience.
- D. Teachers preferably have a degree in Early Childhood or Elementary Education.
- E. Preference will be given to Katy's First Baptist members if all other qualifications are equal.
- F. Each Teacher shall participate in at least twenty-four (24) clock hours annually of documented training as defined by licensing standards. This includes workshops, conferences, formal training, reading, First Aid and CPR training.

2. Teacher's Duties

- A. Required workday begins at 8:30 a.m. – 3:00 p.m.
- B. Mandatory daily devotion at 8:45 a.m. – 9:00 a.m.
- C. Be accountable to the First Steps Director and be willing to accept what is asked of.
- D. Report any issues and concerns to the Director first.
- E. Responsive to emails, text, and calls from the Director and Assistant Director.
- F. Help provide and maintain a Christian environment by which all teachers are respectful and considerate to each other and to First Steps families. (In Unity)
- G. Required to give each child the attention needed to assure his/her best welfare. This relates to eating, toileting, sleeping, playing, working, health care and safety.
- H. Pay one-on-one/special attention when a child is struggling with worksheets. Encourage their process and effort.
- I. Welcome each child and parent as they enter the classroom.
- J. Should always be involved with the children during classroom activities.
- K. Work accordingly to the schedule and curriculum as outlined by the First Steps Director.
- L. Continually evaluate plans and activities to see that they meet the needs of the children in care.
- M. Plan and carry out a daily teaching program consistent with the educational philosophy of the church.
- N. Lesson plans will be completed and turned in every two weeks to the Director, no later than Thursday by email.
- O. Lesson plans should reflect classroom and work with activities planned according to approved curriculum.
- P. Secure all necessary supplies and make copies as needed in advance.

- Q. All teachers must prepare and have available in the classroom the following week's material for a substitute.
- R. Request all special supplies required for teaching in a timely manner as set by Director. (1 or 2 weeks in advance)
- S. All Teachers must always stay in their classroom even during naptime, unless getting your lunch or taking a restroom break. All teachers must bring a lunch and eat in their own class.
- T. Provide quiet activities for the children after they wake up from nap.
- U. Discipline in a manner that shows love and understanding of each child's needs. See DISCIPLINE section in handbook.
- V. Help maintain minimum standard required by the State of Texas.
- W. Required to attend morning staff meetings, devotionals, and designated meetings. Attendance will be checked.
- X. Record significant concerns and incidents observed in the child. Give the paperwork to the Director to be placed in the child's personal file.
- Y. Provide daily communication with parent regarding child's day and (at least) a monthly newsletter.
- Z. Maintain a clean and orderly room.
- AA. Have countertops, shelves and closet clean and free from papers at the end of the week.
- BB. Attend special classes, workshops, or other training events to ensure required training hours.
- CC. No cell phone use while supervising or in the presence of children.
- DD. Required workday begins at 8:30 a.m. – 3:00 p.m.
- EE. Mandatory daily devotion at 8:45 a.m. – 9:00 a.m.
- FF. Be accountable to the First Steps Director.
- GG. Help provide and maintain a Christian environment by which all teachers are respectful and considerate to each other and to First Steps families. (In Unity)
- HH. You are required to give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, health care and safety.)
- II. Welcome each child and parent as they enter the classroom.
- JJ. You should always be involved with the children during classroom activities.
- KK. Work accordingly to the schedule and curriculum as outlined by the First Steps Director.
- LL. Continually evaluate plans and activities to see that they meet the needs of the children in care.
- MM. Plan and carry out a daily teaching program consistent with the educational philosophy of the church.
- NN. Lesson plans will be completed and turned in every two weeks to the Director, no later than Thursday.
- OO. Lesson plans should reflect classroom and work with activities planned according to approved curriculum.
- PP. Secure all necessary supplies and make copies as needed in advance.
- QQ. All lead teachers must prepare and have available in the classroom the following week's material for a substitute.

- RR. Request all special supplies required for teaching in a timely manner as set by Director. (1 or 2 weeks in advance)
- SS. All Teachers must always stay in your classroom even during naptime, unless getting your lunch or taking a restroom break. (All teachers must bring a lunch and eat in their own class).
- TT. Provide quiet activities for the children after they wake up from nap.
- UU. Discipline in a manner that shows love and understanding of each child's needs. See DISCIPLINE section in handbook.
- VV. Help maintain ratios required by the State of Texas.
- WW. Attend weekly staff meetings and all morning devotionals (required).
- XX. Record significant concerns and incidents observed in the child. Give the paperwork to the Director to be placed in the child's personal file.
- YY. Provide daily communication with parent regarding child's day and (at least) a monthly newsletter.
- ZZ. Maintain a clean and orderly room.
- AAA. Have countertops, shelves and closet clean and free from papers at the end of the week for Life Group teachers.
- BBB. Attend special classes, workshops, or other training events to ensure required training hours.
- CCC. No cell phone use while supervising or in the presence of children.

3. Specials Teacher (Music, Motor Skills, Spanish, Chapel)

- A. Require to be at morning devotional.
- B. Required to attend weekly scheduled staff meetings and orientation.
- C. Plan appropriate activities for each age group keeping in mind the different stages of development.
- D. Lesson plans should support the units studied in the age group curriculum.
- E. Lesson plans shall be completed and turned in monthly with a copy posted in your room.
- F. Approved curriculum will be used.
- G. Discipline in a manner that shows love for the child and an understanding of their needs.
- H. Exceptional discipline cases must be discussed with Director. See DISCIPLINE section in handbook.
- I. Inform teachers of unusual behavior or problems when children return to regular classroom.
- J. Be willing to share in the responsibility of school programs, working together to provide a unified and loving attitude toward the children and parents.
- K. Problems or adjustments in planning should be discussed with the Director before action is taken.
- L. May be asked to work in a classroom on an as needed basis.
- M. Shall perform other duties as required by Director.
- N. You will need to set up a timed schedule for all the classes to come to your class.