

Preschool Teacher

Job Description

Job Title:	Preschool Teacher	Job Code:	N/A
FLSA:	Non-exempt	Hours/Week:	Varies
Incumbent:	Open	Department:	Preschool
Revised:	April 2025	Supervisor:	Preschool Director

General Function

Circle of Friends Preschool is an outreach ministry of Manchester United Methodist Church. The preschool welcomes families of all faiths and backgrounds and offers a developmentally appropriate, play-based curriculum that prepares children for future success. Through a focus on academic, social, musical and emotional development, the preschool emphasizes whole child development.

Each preschool class is staffed by two equal co-teachers, who collaborate with each other and other staff to develop and implement short and long-range teaching plans that offer a variety of age-appropriate interest centers as well as group and individual activities. Every teacher is responsible for creating a safe, engaging and exciting environment within their classroom.

Teachers must be organized, strong communicators who are able to exercise good judgement and be a non-anxious presence. They must be able to simultaneously handle competing priorities and confidential matters in a professional and timely manner.

Each teacher must be a team player who is committed to educating children. Teachers will be relationally driven and creative thinkers who partner with staff and families to fulfill the mission of the preschool. Each teacher will be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Circle of Friends Preschool, Manchester UMC and their leadership.

Entry Requirements/Qualifications:

- An undergraduate degree in early childhood, education, teaching or equivalent experience
- Prior early-childhood teaching experience preferred
- Must meet all state licensure requirements
- Must become certified in Child/Infant CPR (if not already)
- Must become Safe Gatherings certified and pass all required background screenings

Primary Duties and Responsibilities:

- Develop and maintain a constructive and ongoing rapport with children, families and staff.
- Communicate with parents regularly via email, newsletters and personal contacts.
- Foster an educational environment that is inviting and nurturing for every child.
- Be a cohesive and collaborative teaching team by supporting one another, sharing classroom responsibilities, openly discussing goals, opportunities and challenges as well as always being ready and willing to assist one another.
- Organize materials and supplies for each day's activities.
- Ensure classroom is organized, attractive and structured for freedom of choice and active learning.
- Ensure classroom environment is safe and in accordance with applicable policies and laws.
- Ensure room is picked-up and reset after all children have been dismissed.
- Manage day-to-day classroom activities, including structured lessons, free play, bathroom breaks and lunch time for students.
- Deliver timely classroom information to management as requested.
- Encourage children to interact with each other and resolve occasional conflicts with words and kindness.
- Successfully engage all classroom children as they play and work in order to provide a healthy and affirming learning experience.
- Observe each child to help them improve their competencies and build self-esteem.
- Engage in ongoing assessment of each child. Maintain a portfolio on each child.
- Facilitate groups of children during arrival and free play activities, reading stories and sharing responsibility for circle time.
- Complete at least 12 hours of continuing education classes annually relating to the stages of growth in young children and best practices for early childhood education.
- Understand and follow emergency procedures regarding fire, tornado, intruder and earthquake from all parts of the building. In case of a natural disaster, remain with children until families or designated individuals arrive.
- Successfully complete CPR and First Aid training every 2 years.

Other

- Protect and maintain confidentiality across all settings and forms of communications.
- Foster strong working relationships with preschool staff and coordinate with them on systems, procedures, policies and vision to help ensure alignment.
- Other duties as may be assigned by the Preschool Director to support the ministry of Circle of Friends Preschool and Manchester UMC.

Skills & Talents

- Must be collaborative, compassionate, creative, high energy and solutions-oriented
- Must be able to work independently as well as in team environments
- Must be a strong educator and developer of children
- Must possess strong time management skills and organizational abilities
- Must be able to communicate effectively, in both small and large group environments
- Must be social media savvy and able to learn preschool systems
- Must be comfortable addressing and resolving conflict using Matthew 18 principles.
- Must have excellent verbal and written communication skills.
- Must be able to handle sensitive and confidential information appropriately
- Must maintain appropriate personal and professional boundaries

Work Environment

- The school year for teachers begins in August and ends in late May.
- The preschool is located in the lower level of Manchester United Methodist Church.
- Preschool rooms are shared spaces that are used by the church during evenings and on Sundays.

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship