

# HENDERSONVILLE CHRISTIAN ACADEMY

260 New Shackle Island Road Hendersonville, TN

**Position Title:** Preschool Teacher

**Description:** A full-time teaching position in our three-year old or our four-year old preschool program.

**Hours of Work:** Preschool classroom hours are 7:45 a.m. to 3:45 p.m. with occasional need for assistance with aftercare ending at 5:30 p.m.

**Responsible to:** Preschool Director, Mrs. Rose Ann Norwood

**Annual Salary:** HCA's hourly pay for preschool teachers is about \$13.00 an hour depending on certification and experience. Teachers with degrees are paid a higher hourly rate and are given some tuition benefits. This hourly rate is often converted to an annual salary. Our average teacher has an estimated salary of \$32,000. Insurance and tuition benefits are also available for full-time employees (30 hours or more).

**Duties:** Applicants must be able to maintain an excellent classroom learning environment, follow curriculum, write detailed lesson plans, assess students properly, and have a knowledge and passion for their subject and grade level to engage students to learn.

## **Specific Job Requirements:**

- Has a personal relationship with Jesus Christ and feels the call to share the love of Jesus with preschool children and their families.
- Is involved in a local Bible-believing church and attends on a regular basis.
- Creates an environment where children feel loved, safe, and secure while teaching them about God and His love.
- Attends to all the basic needs of the children – safety, nutrition (ensuring they have adequate food/hydration), restroom visits, playtime, rest time, etc.
- Focuses on the spiritual and academic training of the child.

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## Specific Job Requirements (continued):

- Prepares lesson plans, teaches the age-appropriate curriculum (Abeka Preschool Curriculum), follows the curriculum closely, and enriches with curriculum with approved content and methods from the preschool director.
- Maintains a neat and clean classroom – disinfects as needed and as requested.
- Decorates the classroom appropriately and attractively.
- Always maintains vigilant supervision of the children (in the classroom, hallways, cafeteria, playground, etc).
- Communicates with parents weekly about their child's progress, encourages statements, and concerns.
- Keeps their direct supervisor informed about student academic and behavior concerns.
- Keeps their direct supervisor informed about parental concerns.
- Notifies parents and direct supervisor immediately of any situation in which the parents may wish to seek medical attention for their child.
- Directs unsatisfied parents to their direct supervisor.
- Abides by all ministry policies (lifestyle guidelines and agreement) and all relevant laws and regulations.
- Pursues additional training as required by law.
- Demonstrates punctuality and reliability in the performance of duties.
- Disciplines children in a firm, consistent, yet loving manner.
- Notifies director immediately about any safety concerns.
- Sends home weekly newsletter and periodic progress reports telling parents about classroom activities and accomplishments.
- Maintains required in-service training hours.
- Attends required in-service days along with the annual preschool convention each summer in Murfreesboro, TN (expenses paid by the school).
- Agrees to adhere to the guidelines and job requirements outlined in the staff handbook.