



## Columbia County Christian Learning Center

Job Description: Teacher (DPW: Group Supervisor)

Objective: First responsibility is to the students who are placed in the Center's care. All professional activities should be motivated by the primary concern of what is best for the students. Teachers need to provide Christian love and respect for one another and for the students with the result of a place of warmth, friendliness and joy. Teachers should show a seriousness of purpose, freedom balanced by discipline, intellectual stimulation and sensitivity for the welfare for each individual student.

### Qualifications:

Bachelor's degree from an accredited college or university in early childhood or related field and 1 year experience with children or Associates degree from an accredited college or university in early childhood or related field and 2 years' experience with children

Meet state requirements for Group Supervisor position

Maintain current Infant/Child CPR and first aid certification

### General responsibilities:

Demonstrate evidence of regeneration and spiritual growth

Study and be prepared in both Spiritual and academic matters

Understand and implement the philosophy and objectives of the Learning Center

Demonstrate love for all people, especially for the children

Be equipped to share the Gospel of Jesus Christ

Maintain honest communication with administration, staff and parents

Work as a team member with a non-divisive attitude

Seek to resolve conflicts and difficulties directly and biblically – follow the Matthew 18 principle in dealing with conflict

### Specific responsibilities:

Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy

Meet the emotional, social, physical and cognitive needs of each child

Encourage assistants to contribute to curriculum planning

Prepare weekly lesson plans

Complete biannual assessment of children's development (Ages & Stages, DPW Child report)

Report progress of children to parents in reports and through parent-teacher conferences

Maintain daily open communication with parents

Keep accident and illness reports

Maintain confidentiality

Report any suspect of child abuse to Director

Maintain a safe and healthy environment by keeping a neat, clean and uncluttered room

Inspect and replace damaged or lost materials

Clearly define and communicate classroom rules to students and parents – be consistent in carry out classroom and school rules

Attend in-service and staff meetings

Supervise aides and volunteers in the classroom

Keep all appropriate record such as attendance and time sheets

Duties as requested by Director

Make a determined effort to integrate the Word of God into the student's day

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Staff signature

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Date