

### **ACCOUNTABILITY**

The **Nursery, Toddler, and Two Co- teacher** is accountable to the Session of Second Presbyterian Church through the Personnel Committee of Second Presbyterian Church and Children's Circle Preschool Board and serves under the direction of the Director of Children's Circle Preschool.

### **PERSONAL QUALIFICATIONS**

- Holds and demonstrates Christian values
- Works in the best interest of the children, putting their needs first
- Communicates effectively and works cooperatively with children, parents and staff
- Makes working at Children's Circle Preschool a priority in his/her life
- Is a positive spokesperson for the program in our community at large
- Practices confidentiality and good judgment
- Maintains physical strength (is able to carry a 40 pound child 100 feet, if necessary)

### **PROFESSIONAL QUALIFICATIONS**

- High School diploma or GED
- Experience working with young children (in a group of 8 to 12) desired
- Current First Aid/CPR/AED certification on file with the Director

### **RESPONSIBILITIES: Include Essential Job Functions**

- Provide a stimulating learning environment and loving care for children 9 months to 3 years
- Ensure that routines are carried out in a manner that is prompt, hygienic, and consistent with good child development principles
- Organize and provide activities that encourage curiosity, exploration, and problem solving appropriate to the developmental levels and learning styles of children
- Plan and prepare the classroom setting which is pleasant and inviting in which children feel comfortable and secure
- Supervise children in the classroom; provide a supportive environment in which children can learn and practice appropriate and acceptable individual and group behaviors
- Maintain school and classroom resources
- Interact with parents maintaining open and cooperative communication encouraging their involvement in the program and supporting the child's family relationships
- Complete daily inventories, child attendance, and related reports
- Maintain complete and accurate children's records and communicate child's progress to child's parents
- Perform miscellaneous job-related duties as assigned
- Contribute to the operation of the school by participating in staff meetings and sharing information gained through attendance at workshops and professional reading
- Work as a member of the team to ensure continuity of curriculum and a high standard of quality in all classrooms
- Adhere to policies and procedures as stated in the Staff Procedure Manual



CHILDREN'S CIRCLE PRESCHOOL  
SECOND PRESBYTERIAN CHURCH  
INDIANAPOLIS, IN  
**NURSERY, TODDLER, TWO CO- TEACHER**



- Accept other duties as assigned
- Attend CPR training and Safe Child training when offered

Approved by Children's Circle Board 11/17/14

Date approved by Personnel 01/14/15