



SU CASA PRESCHOOL: PART-TIME TEACHER

1-year-old room

Position Summary

The Toddler One (T1) teacher is responsible for caring for and nurturing the youngest members of our group. Children at this age are at least one year old through two years of age. They are full of energy and interested in learning through exploration. Most of the children are beginning walkers; all of them are still in diapers. The teachers at this age group should expect to: spend time on the floor, pick up and hold babies, change diapers, respond with love and tenderness to crying children, sing and dance with children, move about at the pace of the children, remain flexible with activities. This age group requires energy, patience, and routine; the students adapt to the routines and structures the teachers put in place.

Schedule

- Weekly- 29 hours
 - Monday through Thursday 8:15 am-3:15 pm, July-May.
 - A 30-minute, unpaid lunch break is given each day.
 - Staff meetings are on Tuesdays, 3:15-3:45 pm.
 - 2.5 hours per week are spent working with the co-teacher on lesson planning, evaluation, and classroom organization.
- Other hours
 - An additional Friday training once per month (8am-12pm).
 - Su Casa Family Ministries events are required outside of the normal schedule, as noted on the calendar. (approx. 4 hours per event)
- Starting hourly pay: \$15/hour

Education and Experience

- Bachelor's degree or higher, preferably in a related field.
 - In lieu of a degree, relevant experience working with children may be accepted.
- Experience with the HighScope curriculum
 - In lieu of experience with HighScope, the applicant must be willing to learn and practice HighScope's processes outside of the work hours (by

reading the provided books, taking the free online quick courses, and meeting with the program facilitator).

Skills and/or Attributes

- Native speakers of English or Spanish.
 - Preference given to teachers who are able to communicate in both languages.
- Comfortable working in a multilingual environment; each teacher will work directly with a co-worker who primarily speaks another language.
- Physically able to handle the demands of young children including lifting children or objects, pushing multi-child strollers, active playtime, sitting on floor, etc.
- Professional demeanor:
 - Able to handle confidential information, communicate effectively, and respectfully
- Teachable demeanor:
 - Flexible, willing to learn new skills, problem solver, able to prioritize tasks, willing to admit error and ask for help
- Servant-hearted demeanor:
 - Actively working in a Christian environment; teachers share prayer time as a staff and with students, lead Bible classes for students, and promote a Gospel-centered focus in the classroom.
 - Team player, shows initiative, willingness to go above the written duties as needed, strong work ethic, works well with others, lives into SCP values
- Computer skills; the ability to learn and utilize our teacher software program–Kaymbu

Overview of Responsibilities

Classroom Management and Teaching

- a. Create a safe space conducive to learning.
- b. Implement HighScope curriculum as provided by SCP.
- c. Adapt routines and lesson plans to the children's interests and needs.
- d. Incorporate Kindergarten-readiness skills into the lessons as provided by SCP.
- e. Update classroom decor quarterly.
- f. Clean the classroom and an assigned area outside the classroom (bathrooms, parking lot, shared spaces, etc.)

Parent Communication

- a. Welcome parents during drop off and pick up.

- b. Maintain open, ongoing communication and feedback with parents via Kaymbu
- c. Participate in parent activities and events provided by SCP.
- d. Communicate with respect to all parents, students, and staff.

Co-Teacher Communication

- a. Work professionally and respectfully alongside co-teacher, sharing ideas and support.
- b. Meet at SCP with the co-teacher outside of class time to:
 - i. Discuss weekly lesson plans.
 - ii. Look for lesson strategies for meeting student objectives.
 - iii. Replenish supplies in the classroom as needed.
 - iv. Reorganize classroom materials.
- c. Attend all staff meetings and teacher training sessions.

Evaluation and Assessment

- a. Conduct daily student observations “Moments” aligned with HighScope.
- b. Input “Moments” into Kaymbu (teacher software).
- c. Receive and implement feedback from the Instructional Facilitator.
- d. Work alongside the Child Development Coordinator to improve the classroom experience for the students and families.
- e. Evaluate the classroom using HighScope standards and adapt as needed.

Policies and Procedures

- a. Report any concerns or problems, including child abuse, to the directors.
- b. Follow appropriate health and safety guidelines.
- c. Complete all required documentation and paperwork before the deadlines provided.

Su Casa Mission and Team

- a. Maintain a professional work environment.
- b. Engage in a manner consistent with SCP values at all times.
- c. Show a willingness to self-reflect, give and receive feedback, look for growth opportunities, and improve self and SCP.
- d. Support the mission and values of SCP, including the Statement of Faith.
- e. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description. As a small non-profit ministry, this happens frequently!