



Christ Presbyterian Preschool

Weekday enrichment for 3&4 year olds

Teacher Job Description 4-Year Degreed Teacher

Daily Classroom Responsibilities:

- Prepare and implement plans for learning (lessons & daily activities) in accordance with the goals of the program.
- Teach classroom circle lessons and activities.
- Develop positive relationships with students
- Promote the development of self-esteem, self-discipline and social skills.
- Work as a team to implement classroom routines such as welcoming students/sticker chart, craft and circle time activities.
- Share in the responsibility of maintaining a safe, welcoming, and organized classroom environment for children. (Switching decorations monthly, sanitizing toys, cleaning tables, making juice, rotating toys, checking book bags, parent information/ announcement board)
- Prepare students for seasonal (Halloween and Christmas) performances.

Additional Responsibilities:

- Prepare a monthly newsletter & all other parent correspondence (summer mailing for parents and students)
- Communicate with parents (in person/on phone/ email/ Facebook/back to school night)
- Handle all correspondence with new families interested in the 3-year-old program. Also, organize and run visits to see the preschool during the school year and summer.
- Organize classroom scholastic book program
- Other duties as requested

Serious and qualified applicants should send a letter of intent and a current resume to the address listed below in addition to contacting program director Lisa Shenck at (717) 512-3983 by April 1, 2019.

Christ Presbyterian Church Preschool
Attn: Lisa Shenk, Position Application
421 Deerfield Road
Camp Hill, PA 17011