

HPCS Job Description

Preschool Teacher

Reports To: Preschool Lead Teacher
Schedule: August-May; Contracted
FLSA Status: Exempt



HPCS Mission and Core Values:

As a ministry of High Point Church (HPC), High Point Christian School's (HPCS) mission is to develop students who are committed disciples of Jesus Christ through an excellent, comprehensive, Biblically integrated education program. HPCS achieves this through our four core values:

1. **Biblically integrated education program:** We believe scripture is the word of God, infallible, and the basis of all truth (2 Tim. 3:16). Therefore, we integrate the Bible into all aspects of our educational program and extracurricular activities.
2. **Developing Disciples:** We are called to make disciples of all people (Matt. 28:18). Therefore, we clearly present the gospel of Jesus Christ and nurture the growth of students as Disciples of Christ. As students come to know Christ, they are challenged to exemplify behaviors and attitudes that glorify God.
3. **Collaborating with Parents:** "Train up a child in the way he should go, and when is is old he will not depart from it" (Proverbs 22:6) & "Two are better than one, for they have a good reward for their labor" (Ecclesiastes 4:9). In this way, we will collaborate with parents by communicating regularly. We will listen and respond to parents' concerns and ideas. We will work with parents to discern the best course of action and serve within the school community.
4. **Excellent Education:** "In all you do, do it unto the Lord. Whatever you do, work at it with all your heart, as working for the Lord, not for men" (Colossians 3:23). We are committed to staff teachers who are of the highest caliber both professionally and spiritually. We expect our staff to take advantage of professional development opportunities. We are committed to using a Biblically integrated curriculum which exceeds national and State standards.

Job Summary:

HPCS desires individuals who not only feel the call to teach, but also to work in ministry to expand the Kingdom of God. To fulfill this role specifically in our school ministry, a Christ-centered preschool teacher is needed. The ideal candidate will prayerfully help students learn attitudes, skills, and subject matter specific to the 3K/4K age level that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. This role involves teaching no more than 16 students per class (enrollment dependent). There will also be collaboration with the preschool lead teacher and preschool team. Curriculum and resources will be provided by the school, and greater support in these areas provided by Impact Christian Schools (ICS). All preschool teachers are expected to complete required training, coursework, and professional development, which is also provided by HPCS and ICS. We also desire that our preschool teacher, and all teachers, reflect the purpose of the school, which is to honor Christ in every class and every activity, and is implemented by the following details of this job.

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Spiritual Expectations:

- Have received Jesus Christ as his/her personal Savior
- Believe that the Bible is God's word and standard for faith and daily living
- Be in agreement with HPC's Statement of Faith and HPCS's Christian Philosophy of Education*
- Strive to be a Christian role model in attitude, speech, and action towards others; seek to continually cultivate your own spiritual growth
- Have established a church home in the area, which has a Statement of Faith in significant agreement with HPC's Statement of Faith, and remains faithful in service and attendance

Minimum Qualifications:

- Show evidence of Christian maturity
- Have a strong grasp of the essence of Christian education, specifically for early childhood education
- Must hold a bachelor's degree from an accredited college or university. If the bachelor's degree is *not* in early childhood education/child development, one of the following must be met in addition to an accredited degree:
 - 6 college credits or 120 clock hours of early childhood/child development
 - Current Child Development Associate (CDA) Credential administered by the Council for Professional Development and documented experience working in an early education program
 - Annual Professional Growth Plan to meet early childhood educator qualifications-*coursework provided to meet requirements*
- Must hold or be eligible to obtain and Association of Christian School International (ACSI) teaching certification
- Have excellent written and verbal communication
- Basic understanding of computer systems and technology; unafraid of using and learning new software systems

Physical Requirements:

- Ability to frequently sit, stand, reach, stoop, kneel and crouch; specifically to age appropriate levels and on floor
- Hearing and vision to ensure students are within earshot and eye sight
- Ability to lift a minimum of 40 lbs

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Core Functions

- Integrate a Biblical worldview into daily classroom life, and lead students to the beginning of an understanding of Christ
- Teach the provided curriculum to students in an age appropriate “theme based” manner to meet the cognitive, social, emotional, physical, and spiritual needs of the students
- Ensure curriculum is taught using a hands on discovery-based method
- Work harmoniously with the assigned Preschool Paraprofessional; assign tasks as needed
- Maintain control of students in a respectful and responsible manner at all times
- Maintain weekly communication with parents regarding classroom news
- Work with parents, as needed, to ensure students growth and spiritual success
- Maintain student grades and gradebook in FACTS/SIS by using achievement of learning objectives
- Create and submit weekly lesson plans to Preschool Lead/CurriculumTrak
- Use the ACSI and Wisconsin Model of Early Learning standards as benchmarks for student learning

Essential Functions

- Keep required ACSI and/or State of Wisconsin certifications current
- Keep all required training and preschool specific coursework current
- Plan in class activities, or class field trips to help support and amplify student learning
- Work with the Specials team to ensure extra curriculum is taught in a way that supports the preschool learning standards
- Work with the Student Services team, as needed, for any students who may need additional support
- Work with the ICS Preschool Director to ensure any additional 4K outreach programs are met
- Be aware of all school safety standards and plans
- Follow procedures and expectations as set in the HPCS Employee Handbook and the Preschool Employee Supplement
- Maintain confidentiality of sensitive school matters and information
- Develop a Professional Learning Plan (PLP) each school year, which includes measurable spiritual and teaching/professional goals

Supplemental Functions

- Utilize education opportunities and evaluation processes for professional growth and development
- Provide input and constructive feedback for administrative and managerial functions in the school
- Support the broader program of the school by attending required and extracurricular activities
- Perform any other duties assigned by the school administrator or preschool lead teacher

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**The HPC Statement of Faith and HPCS Christian Philosophy of Education can be found on the career opportunities page of our website. Copies can also be requested from our school office at any time.*