

CPFUMC Mother's Day Out - Teacher Job Description

The teacher is responsible for the supervision and management of the classroom in accord with the mission and purpose of A Child's Haven.

The teacher must have the ability to:

1. Plan and conduct effective child development activities to meet the spiritual, social, emotional, physical, and cognitive needs of each child.
2. Make daily written plans in keeping with the overall philosophy and developmental objectives of the school. Plans will include Bible verses, Bible stories and songs, and daily prayer.
3. Ensure the safety of the children through constant supervision, effective arrangement of space, proper maintenance of equipment, and regular practice of fire drills and other emergency procedures.
4. Provide guidance of the children within the framework of the school's policy of discipline.
5. Create an inviting classroom environment in which the children feel comfortable and secure.
6. Communicate with parents effectively including regular daily contact and semesterly conferences.
7. Supervise all staff, students, parents, and volunteers assigned to classroom.
8. Cooperate with other teachers and Director in activities involving whole school.
9. Follow all guidelines as listed in the Employee Handbook.
10. Work as a member of a team to ensure continuity of curriculum and a high standard of quality in all classrooms of the school.
11. Perform other duties as mutually agreed upon with the Director.
12. Be physically and psychologically able to perform the job of a teacher of young children.

HOW CAN I APPLY?

Please attach optional **RESUME** and **COVER LETTER** with a completed **CPFUMC APPLICATION FOR EMPLOYMENT** (linked to our **Jobs** page). Then use the CPFUMC contact information below to **FAX** or to **mail** your application or to **drop it off** at the church office.

Cedar Park First United Methodist Church

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We look forward to hearing from you!