



**SKYLINE**  
CHURCH

Helping people find and follow  
Jesus seven days a week.

**Position:** Preschool Teacher (Skyline Child Development Center)

**Location:** La Mesa, CA

## **THE ROLE:**

The Preschool Teacher is responsible for creating a nurturing environment for Infant/Toddler care as well as developmentally appropriate preschool curriculum programs for ages 3-5 years. The Preschool Teacher is responsible for the early education of children in their care, including developing and delivering interactive learning programs designed to engage and educate young children.

The Preschool Teacher will be staff of the Skyline Child Development Center (SCDC), which is a ministry of Skyline Church.

## **RESPONSIBLE FOR:**

### **1. Modeling Biblical Priorities**

Responsible for upholding Biblical priorities and core values of Skyline Church. The Preschool Teacher should represent a growing personal relationship with Christ. The Preschool Teacher models a strong relationship with his or her spouse (if married) and children (if applicable). The Preschool Teacher strives to fulfill his or her purpose while demonstrating integrity in words, relationships and actions. These objectives are accomplished by:

- Committing to a daily quiet time with God.
- Setting appropriate boundaries to protect character and integrity.
- Developing personal evangelism opportunities with your oikos outside the church.
- Supporting the ministries of Skyline Church by faithfully giving at least 10% of gross income.
- Adhering to and encompassing the qualities and characteristics required of Skyline Church employees, as defined by the Staff Handbook and Core Identity Book.
- Lead with a servant's heart, demonstrate genuine care and concern, while acting with humility and integrity when encouraging the efforts of all team members (1 Peter 5:1-4).

### **2. Classroom Responsibilities**

- Demonstrate a warm, friendly, nurturing, and loving environment.
- Effectively integrate Biblical principals into all areas of the classroom.
- Enhance self-concepts, encourage independence, respect individuality of children, and support growth.
- Plan, supervise, and implement a classroom program in accordance with the policies and philosophy of SCDC.
- Implement a program that meets the emotional, physical, intellectual, spiritual, and social needs of both the individual child and the group. The program should be developmentally appropriate and geared to the needs of the individual child with concerns for his/her interests, special needs, talents, individual style, and pace of learning.



# SKYLINE CHURCH

- Interact with the children and encourage their involvement in planned and/or spontaneous activities.
- Be prompt and ready for the children.
- Participate in all classroom activities both inside and outside.
- Prepare and maintain a warm and safe environment for the children that is orderly, clean, interesting, and which permits the child to grow and explore.
- Use age-appropriate and positive discipline in cooperation with other staff so that discipline is consistent. (See Behavior Management Policy)
- Encourage good health habits with children, including hand washing before all food is served and after using the bathroom and tissue use when blowing their nose.
- Provide supervision of children in the classroom and on the playground. Coordinate with fellow staff when leaving the playground and the classroom to maintain appropriate ratios as needed.
- Recognize, observe, record, and report to the Director significant and/or unusual individual and group behavior of any child that brings concern regarding the welfare of the child and/or the group.
- Maintain appropriate records and files on each individual child in your classroom and be knowledgeable of the information in each child's personal file.
- Inform the Director, as soon as reasonable, of any serious injuries, especially head injuries, and any significant issue regarding a child in your classroom. Inform the child's parents verbally and in writing of any significant issue or injury using the SCDC Incident/Accident form.

### **3. Parent/Teacher Relationship Responsibilities**

- Establish and maintain good verbal and written communication with parents through written observations twice a year, parent conferences at least once a year, written notes home on a regular basis and conversations as needed. Keep copies of everything in each child's personal file.
- Greet and bid farewell to each and every child and their parents in your classroom throughout the day. Notate any conversation containing instructions or information regarding a child's care, which should be placed in the child's personal file.
- Contact the parents/guardian if a child misses more than one week at SCDC. Also, inform the Director of the unexplained absence.
- Attend parent meetings/activities as specified by the Director.
- Release children to authorized persons ONLY. Always ask for a picture ID if there is any question in your mind and/or verify the child's pick-up authorization list.
- Solicitation of parents/guardians for after hours child care is not allowed.

### **4. Center Staff Responsibilities**

- Prepare all classroom materials needed for the program ahead of time.
- Request new equipment and supplies per the procedures in the GOP.
- Maintain materials and equipment properly (inside and outside), report broken items and teach children how to care for the classroom and items properly.
- Maintain timely information on the classroom bulletin boards and update at least once a month in conjunction with the curriculum theme.



# SKYLINE CHURCH

- Post an Aide schedule and a classroom schedule on your classroom bulletin board monthly as applicable.
- Submit a written request to schedule a field trip at least two weeks prior to the proposed date to the Director. Follow all procedures for field trips as stated in the General Operations Handbook (GOP).
- Attend staff meetings as scheduled by the Director.
- Attend a minimum of two in-service trainings per year.
- Visit at least two other Centers during Staff Development Days as approved by the Director.
- Supervise, train, and evaluate Substitutes, Aides, and Volunteers as applicable.
- Supervise volunteers and provide them with opportunities to participate.
- Provide Aides with opportunities to have input in your classroom.
- Schedule staffing to meet ratios in your classroom with support from the Director as needed.
- Keep the Substitute kit in your classroom always ready with a complete lesson plan for at least one day of programming.
- Submit requests in writing to the Director for planned absences. Contact a substitute Teacher from the designated staff list and make every effort to cover your absence whether planned or unexpected. Call the Director at home or the Center as soon as possible for unexpected absences and submit your coverage plan for approval of your absence.

## 5. Administrative Items

- The Teacher is a full time hourly position that reports directly to the SCDC Director.
- The Teacher shall be subject to the policies and procedures as outlined in the SCDC Handbook for full-time hourly employees.
- The Teacher will be given an annual written evaluation by the SCDC Director with the clear understanding communicated that any recommendations and/or requests for a salary increase are subject to the Skyline Church Trustees who are the decision making authority for all financial matters in regards to Skyline Church and its ministry programs of which SCDC is included.

## PERSONAL CHARACTERISTICS:

- Is a Christ-like example during interactions with children, parents and fellow staff including, but not limited to, being able to pray and to offer Biblically-based support as needed.
- Relate joyfully and sensitively to children.
- Maintain physical stamina, emotional maturity, and stability.
- Relate positively and respectfully to all children, parents, and staff.
- Maintain confidentiality about the Center, staff, children, and/or parents.
- Keep the total Center environment clean, organized, and aesthetically pleasing; this also needs to be modeled for the children.
- Willingness to exert effort for the overall good of the program.
- Clean, neat appearance and appropriate dress. Clothing is to be worn with the understanding that children may touch the clothing with dirty hands.
- Supportive of the purpose of SCDC as a ministry of Skyline Church.



# SKYLINE CHURCH

- Be familiar with the policies and procedures of Skyline Church.
- Cooperate with the SCDC and Skyline Church shared facility use agreement.
- Use positive constructive methods of discipline for maintaining control and handling individual behavior.
- Ability to use good judgment to handle a crisis situation.
- Supervise children constructively in all situations.
- Attitude and willingness to take direction and learn.

## **JOB REQUIREMENTS:**

### **1. Qualifications**

- Meet all minimum requirements as stated in Title 22, Section 101216 - 101216.1.
- Eighteen years of age or older.
- Maintains Adult/Infant/Child CPR and First Aid Certification.
- Is in good health as documented by a physician and has taken a valid TB test with negative results within 7 days to one year of employment at SCDC.
- Completes and meets the criminal record review process as required by Title 22 Section 101216(i) (1-3).

### **2. Education and Experience**

- A degree or certificate in Early Childhood Education or a related field. This requirement may be waived if applicant is within six units of a degree or certificate and completes it within six months during employment at Skyline Child Development Center (SCDC) subject to the regulations of Title 22 Section 101216.1-101216.

### **3. Physical Requirements**

- Able to withstand long periods of standing or walking.
- Able to see a child across longest length of the playground.
- Able to hear a child that needs help in all scenarios including, but not limited to, in a busy active classroom, while interacting with other children, and during quiet time.
- Able to lift a child weighing a minimum of 30 lbs.
- Able to sit on the floor for long periods of time, able to sit on child-size furniture and/or comparable equipment in order to interact with children at their level.

## **TO APPLY**

Please submit resumes to Janet Stucke via email: [jstucke@skylinechurch.org](mailto:jstucke@skylinechurch.org)

11330 Campo Rd. La Mesa, CA 91941 | 619.660.5000 [SkylineChurch.org](http://SkylineChurch.org)



**SKYLINE**  
CHURCH