

St. John's Christian Church

"The Church on the Corner whose Cornerstone is Christ"

700 S. Defiance Street • Archbold, OH 43502
Ph. 419.446.2545 • Fax 419.446.2546



www.stjohnsarchbold.org

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Preschool Administrator / Teacher

Candidate confesses Jesus Christ as Lord and Savior, attends a Christian church on a regular basis

POSITION OBJECTIVE:

- Effectively plan and coordinate the Christian Preschool Program of St. John's Christian Church
- Provide children ages three, four and five with a preschool program that enriches and extends their physical, intellectual, emotional, social and creative growth and development. Basic Christian values will be shared and applied.
- Effectively delegate tasks to teacher aide(s).
- Build fellowship among the people with whom they work

KNOWLEDGE / EDUCATION / EXPERIENCE REQUIREMENTS:

1. Two years of educational training – 90 quarter credit hours or 60 semester credit hours – evidenced by transcripts from an accredited school; or two years of experience working as a childcare member and the completion of at least four courses in childhood development or early childhood education from an accredited school.
2. Shall complete 15 hours per year of in-service training in child development or early childhood education and management of communicable diseases until a total of 45 hours of training has been achieved (unless he/she furnishes evidence of an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college or a Pre-Kindergarten associate certificate issued by the State Board of Education or furnishes evidence of a child development associate credential).
3. Administrator will complete at least 8 hours of Staff Development training per year.

For job description and information, see following pages.

To submit a resume:

E-mail office@stjohnsarchbold.org or mail to 700 S. Defiance St., Archbold, OH

The Church on the
Corner whose
Cornerstone is Christ

St John's Christian Church
700 South Defiance Street
Archbold, Ohio, USA 43502
Telephone 419-446-2545 Fax 419-446-2546

POSITION TITLE (Support Staff): Preschool Administrator / Teacher

Candidate confesses Jesus Christ as Lord and Savior, attends a Christian church on a regular basis

REPORTING TO: St. John's Christian Preschool Board

POSITION OBJECTIVE:

- Effectively plan and coordinate the Christian Preschool Program of St. John's Christian Church
- Provide children ages three, four and five with a preschool program that enriches and extends their physical, intellectual, emotional, social and creative growth and development. Basic Christian values will be shared and applied.
- Effectively delegate tasks to teacher aide(s).
- Build fellowship among the people with whom they work

PRINCIPAL RESPONSIBILITIES:

1. Be responsible for the planning and the implementation of the Preschool curriculum.
2. Be responsible for publicizing the Preschool to prospective students/parents.
3. Be responsible for education of parents regarding orientation to the Preschool, registration and payment process, Preschool schedule, parental responsibilities, and Preschool policies.
4. Be in charge of assigning hours, allotted by the Preschool Board, to the teacher aide(s).
5. Be responsible for the orderliness of the Preschool classroom and shared spaces.
6. Be responsible for general bookkeeping and record keeping, according to the Christian Preschool Staff Policy Manual.
7. To arrive at the Preschool classroom 30 minutes before class begins and remain 15 minutes after dismissal of students.
8. Be responsible for ensuring that licensing and certifications are kept current according to the Christian Preschool Staff Policy Manual.
9. Be responsible for ensuring that contents of the Christian Preschool Staff Policy Manual are followed.
10. Be responsible for ensuring that St. John's Christian Preschool remains compliant with all state regulations and guidelines.
11. Other duties assigned as necessary.

KNOWLEDGE / EDUCATION / EXPERIENCE REQUIREMENTS:

1. Two years of educational training – 90 quarter credit hours or 60 semester credit hours – evidenced by transcripts from an accredited school; or two years of experience working as a childcare member and the completion of at least four courses in childhood development or early childhood education from an accredited school.
2. Shall complete 15 hours per year of in-service training in child development or early childhood education and management of communicable diseases until a total of 45 hours of training has been achieved (unless he/she furnishes evidence of an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college or a Pre-Kindergarten associate certificate issued by the State Board of Education or furnishes evidence of a child development associate credential).
3. Administrator will complete at least 8 hours of Staff Development training per year.

Consistory Approval Date: 2006 (edits made 2011)

ST. JOHN'S CHRISTIAN CHURCH
Christian Preschool Staff
Policy Manual

Duties:

1. The administrator / teacher shall be responsible for the planning and the implementation of the Preschool curriculum.
2. The administrator / teacher will be in charge of assigning hours, allotted by the Preschool Board, to the teacher aide.
3. The administrator / teacher shall be responsible for the orderliness of the room.
4. The administrator / teacher shall be responsible for ordering supplies necessary to support preschool day to day activities.
5. The administrator / teacher shall be responsible for bank deposits weekly, or anytime cash or checks on hand exceed \$150.00, and petty cash records and disbursement and also tracking and communicating tuition payments to parents on a monthly basis (include deposit slips and other supporting documentation).
6. The administrator / teacher shall be responsible for general bookkeeping and record keeping in accordance with the accounting procedures policy guide.
7. Ensure compliance with state regulations and guidelines.
8. Provide administrator / teacher's report to the Preschool Board at regularly scheduled board meetings.

Work Schedule:

1. The administrator / teacher and teacher aide(s) shall be expected to be at the preschool 30 minutes before class begins and 15 minutes after dismissal of students.
2. The three day classes will operate on 99 days in session each year.
3. The two day classes will operate on 68 days in session each year.

Personal Time Off:

1. The administrator / teacher will be entitled to five (5) personal time off (PTO) days per school year. The teacher aide(s) will be entitled to four (4) personal time off (PTO) days per school year.
2. If all PTO days are not used, the remaining days will be rolled over for use in the following school year. At no time will there be more than six (6) available PTO days within a school year.

3. Any absence of the administrator / teacher or the teacher aide(s) shall be documented on forms provided. A request for a personal day should be submitted two (2) days prior to the day requested.
4. The administrator / teacher and teacher aide(s) will be paid a full rate if school is canceled due to bad weather, (as determined by Archbold School System). If there are more than five days missed for the three day classes, or four days missed for the two day classes, the days thereafter will be made up at the end of the school year and said administrator / teacher and teacher aide(s) will not be compensated. Delays will not affect the preschool classes.

Compensation:

1. Total salary for the administrator / teacher shall include any additional preschool events that require her attendance, including, but not limited to: preschool conferences, open houses, preschool board meetings, and graduation exercises.
2. Total salary for the administrator / teacher shall include set-up prior to the beginning of preschool, and take down at the end of the year.
3. Teacher aide(s) will be paid their regular salary for hours spent in attendance at preschool conferences, open houses, graduation, set-up prior to the beginning of preschool, and take down at the end of the year.
4. The salary for the administrator / teacher includes pay for summer responsibilities to check with the Church Office on a weekly basis for messages, mail, etc.
5. Refer to Employee's Contract for specific pay scale and pay periods for a given school year.
6. See next section for compensation guidelines for training sessions / workshops.

Required and Elective Training and Workshops:

1. The administrator / teacher shall have completed at least two (2) years of training in an accredited college, university, or technical college including completion of course work in child development or two years supervising in a program.
2. The administrator / teacher shall show evidence within six years after September 1, 1986 of one of the following:
 - a. Two years educational training – 90 quarter credit hours or 60 semester hours evidenced by transcripts from accredited school or;
 - b. Two years experience working as a childcare member and the completion of at least four courses in childhood development or early childhood education from an accredited school.
3. The administrator / teacher and teacher aide(s) shall have at least a high school education or shall have completed a training program approved by the State Department of Public Welfare or Education, or the Bureau of Employment Services.

4. The administrator / teacher and teacher aide(s) shall complete fifteen hours of in-service training in child development or early childhood education and management of communicable diseases until a total of forty five (45) hours of training (unless he/she furnishes evidence of an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college or a Pre-Kindergarten associate certificate issued by the State Board of Education or furnishes evidence of a child development associate credential).
5. Once the above requirements are achieved, the administrator / teacher and teacher aide(s), whether degreed or not, will complete at least eight (8) hours of Staff Development training per year, thereafter.
6. Reimbursement of administrator / teacher and teacher aide(s) for training sessions / workshops:
 - a. The Preschool Board will pay the fees for required or elective training sessions / workshops.
 - b. The Preschool Board will reimburse for mileage, according to IRS standards for that year, only for attendance at required training sessions / workshops.
 - c. The Preschool Board will compensate each employee for their time to attend required training sessions / workshops only, at the rate of \$25 for four hours or less and \$50 for over four hours. Said total time is not to include travel time to and from the event.
7. All training must be on file, verifiable and current.

Other Requirements:

1. Should the administrator / teacher or the teacher aide(s) desire to terminate employment with St. John's Christian Preschool, two weeks notice shall be requested.
2. Administrator / teacher and teacher aide(s) shall attend a Christian church on a regular basis.

Adopted by the St. John's Preschool Board on May 30, 1995
Revised - June 19, 1997
Revised - September 25, 2001
Revised - March 9, 2004
Revised - June 29, 2006
Revised - September 11, 2007
Revised – November 2011