

**Windwood Adventure Preschool
Ministry of Windwood Presbyterian Church
10555 Spring Cypress Rd.
Houston TX 77070**

Teaching Job Summary

Windwood Adventure Preschool is seeking Teachers to join their team. We are a team of professionals committed to providing each child and their family the foundation for a successful long term academic experience by creating a loving, safe, nurturing learning environment. These teachers will be responsible for planning and maintaining a safe, clean learning environment and in assuring the wellbeing and safety of the children in his/her care.

Essential Duties:

- Supervises children in all activities
- Prepares materials used in instructional activities which will include, but not limited to:
 - Monthly lesson plans
 - Weekly communication notes to parents highlighting child's performance or other key notes
 - Other forms of communications as needed based on special events and activities
- Provide copy of monthly lesson plan to Assistant Director on date assigned
- Allow Assistant Director to review weekly parent communication note
- Provide instruction using materials and/or workbooks provided by Assistant Director
- Obtain approval on all supplemental worksheets not initially approved by Assistant Director
 - Supplemental material should be submitted with Monthly lesson plan
- Leads indoor and outdoor activities that are planned by the teacher and are based on weekly themes
- Maintain a daily schedule that will also include assigned enrichments. Will be posted on door.
- Performs play area supervision and guides students into SAFE and CREATIVE play activities that will also be based on weekly themes
- Assists co-Teacher in collecting and organizing data on student learning
- Assists students to develop communication skills and serves as an appropriate language model
- Maintains discipline in a firm, consistent and positive manner
- Assist students to develop self-help skills
- Performs routine first aid and seek assistance for non-routine illnesses and injuries
- Attend meetings and participate in training workshops, conferences, courses and a variety of professional growth activities as required
- Performs minor housekeeping tasks in maintaining a neat, clean and orderly and safe classroom atmosphere
- Perform related duties as assigned by the Director or Assistant Directors
- Participate in specified team meetings, Open House meetings, fundraisers and other designated events (specified by the Directors)
- Consistently demonstrates a high level of integrity, responsibility, accountability, enthusiasm, teamwork and ethics
- Adheres to all policies, procedures and standard practices of the facility
- Performs other duties as assigned

Education & Experience

- High school diploma or equivalent GED
- CDA, or college degree (for preschool 3's & 4's)
- Must have 2 years recent experience working with children in an organized setting

Certifications & Licensures:

- CPR and First Aid certification
- Current and valid driver's license preferred

Core Knowledge, Skills & Abilities:

- Creativity, enthusiasm and passion for teaching
- Organization and planning skills
- Concepts of child growth, development and behavior characteristics of preschool age children
- Early childhood curriculum areas and appropriate methods for implementation and assessment
- Requirements of maintaining a children's center in a safe, clean and orderly condition
- Policies and objectives of assigned program and activities
- Record-keeping and report preparation techniques
- Oral and written communication skills
- Applicable laws, codes, rules and regulations
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Operation of a variety of audio-visual, office and instructional equipment
- Plan with facility director or assistant directors, organize and implement approved curriculum for the development of children enrolled in the Preschool program
- Communicate effectively with children and adults both orally and in writing
- Observe and evaluate student learning
- Demonstrate patience, respect and understanding of others
- Work independently with little direction
- Be flexible and able to work as a team member
- Plan and organize work
- Maintain records and prepare reports
- Establish and maintain cooperative and effective working relationships with others

Physical Requirements & Working Environment:

This position will be working within a classroom and playground environment most of the time in the presence of pre-school aged children, and requires the ability to hear, speak, see, and read, stand and walk for extended periods of time, bending at the waist, kneeling, or crouching to assist children, lifting and carrying of objects or children up to 40 pounds, and reaching overhead above the shoulders and/or horizontally.