

Job Description
Parent's Day-Out Teacher
St. Luke's United Methodist Church Early Childhood Program
Indianapolis, IN
www.stlukesumc.com

ORGANIZATIONAL OVERVIEW

St. Luke's Early Childhood program is a weekday, play-based program that creates learning opportunities through play supporting their development of social and cognitive skills. We serve children ages 10 months through age six. This part-time program is open from 9 a.m. -1 p.m. Monday through Friday; one to five days a week available. Smaller classes allow for more one-on-one nurturing & teaching.

POSITION OVERVIEW

The Parents Day Out teacher is responsible for providing a safe and developmentally appropriate program in accordance with all policies and procedures set forth in the Staff Handbook. Teachers must be highly energetic and focused on providing a loving and engaging environment for children. The ability to be a team player (with co-teacher and staff) and build positive relationships with children and families are key components to our program.

RESPONSIBILITIES

- Knowledge of child development, ages/stages of growth in all areas for planning and assessment
- Plan, collaborate, and implement, with co-teacher, a developmentally appropriate preschool curriculum for young children in a Christian environment that includes foundational curriculum to support all areas of development. Teachers are also responsible for bulletin boards, other display areas, classroom environment, all while meeting the expected safety requirements.
- Share with families the classroom plan, activities, and learning goals for the child via a monthly newsletter/calendar, email, in person, and parent/teacher conferences twice a year
- Provide engaging and stimulating activities that are age appropriate for child participation
- Supervise children and ensure a safe, loving environment, with routine and consistency
- Care for children that can be physically demanding such as lifting and carrying children, spending time on the floor, and maneuvering around the room quickly during supervision. Also caring for children in stressful situations, including but not limited to high noise levels, children who are ill, specific smells related to toileting, changing diapers, and emergency situations.
- Maintain a clean environment with upkeep of the classroom, weekly cleaning of toys, and sustain organized teacher work areas and kitchen with the understanding that it's shared space
- Communicate daily with parents, colleagues, and members of St. Luke's Church and community

- Maintain a high level of professional behavior that models the Christian values of St. Luke's, including maintaining a high level of confidentiality and respect for others
 - Complete all required documentation and necessary files for record-keeping in a timely manner
 - Participate in monthly staff meetings, ongoing professional development, and various events
 - Teacher's hours 8:30-1:15. Student's hours 9:00-1:00
 - Monthly staff meetings, professional development, planning and other activities
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QUALIFICATIONS

PDO Teachers must have a high school diploma or GED, preferably with college coursework, and experience with young children. The Teacher should have willingness to learn, implement and support child-centered, developmentally appropriate curriculum using the Indiana Foundations and NAEYC standards. Teachers are also required to, prior to hire, submit a physical with a physician's signature, complete a drug test, and submit to a national background check. On an annual base each teacher must be current in CPR/First Aid, complete a TB test and annual Background Check. Staff also commit to 12 hours of professional development per school year, some of which are outside of the school day

The ideal candidate is a person passionate about the Christian faith, who actively seeks to grow in personal relationship with God, who is committed to the mission and vision of St. Luke's, and who serves out of a sense of call.

Submit resume and portfolio sample to:

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