



PreK Teacher Job Description

Job Title: Head Preschool Teacher

Job Type: Part-time

Reports to: Principal

Overview

The Head Preschool Teacher will have the unique opportunity to serve the Cornerstone community by developing students academically and spiritually in a small class setting. The ideal candidate will be missions-minded, qualified, and passionate about Christian education.

The teacher will work in a classroom of 8-15 students (3- and 4-year-olds) and will collaborate with an aide. CCA is a half-day PreK program, operating Monday-Thursday from 8:30-12:30. There is potential to add an afternoon session as the program grows.

Spiritual Qualifications

- Demonstrates a wholehearted commitment to Jesus Christ and a consistent daily walk with Him
- Models Christlike attitudes, speech, and actions in personal and professional life
- Actively involved in a local evangelical church
- Fully affirms and supports the school's Statement of Faith, Core Values, Mission, and Vision
- Commits to regularly praying for the school community and activities

Personal Qualifications

- Integrity, discretion, and spiritual maturity
- Dependable, teachable, self-starter
- Missional mindset, servant's heart, and teamwork mentality
- Lifelong learner, always seeking to learn new skills and knowledge
- Approachable and adaptable
- Strong interpersonal skills and professionalism
- Strong organizational skills and classroom management, high energy, and creativity

Professional Qualifications

- Bachelor's degree or equivalent in early childhood education or a related field
- Minimum of 2 years teaching experience preferred (Christian school setting preferred)
- State teaching certification and/or ACSI/AACS certification preferred
- Excellent verbal and written communication skills; proficient in Microsoft Office

Responsibilities

1. Work with students individually to ensure academic, personal, and spiritual growth
2. Execute high-quality, engaging lesson plans which integrate a Biblical worldview in every subject
3. Maintain a classroom environment that is organized, clean, engaging, and conducive to learning
4. Manage classroom behavior appropriately and effectively, and maintain appropriate confidentiality
5. Communicate regularly with parents and the Director regarding student challenges and success
6. Participate in professional development and incorporate personal learning into the classroom
7. Provide leadership to the PreK Aide and cooperate to maintain a structured, effective program
8. Cooperate with school leadership and staff in implementing school policies and procedures
9. Participate effectively as part of the CCA team and positively represent CCA to the public
10. Participate in staff meetings and "duties" (lunch, recess, dismissal, etc.) as needed
11. Meet everyday stress with emotional stability, objectivity, and optimism
12. Perform other duties as assigned by the director