



Pre Kindergarten Enrichment Lead Teacher Job Description

NPC Christian Preschool serves about 75 children in our preschool through our morning classes from 9am to noon. We also offer afternoon programming until 3pm through Lunch Bunch and PreKindergarten Enrichment (PreKE). PreKE is designed to extend PreK instruction to a full day (3pm) and serve as a compliment to what the children are already learning in their morning pre-kindergarten class. PreKE utilizes weekly themes and may incorporate the use of science experiments, nature walks, cooking activities, small group activities, detailed art projects, and songs and rhymes (to name just a few) as methods to enrich the afternoon. PreKE provides an environment that allows the teachers to be as creative as possible without the confines of a traditional PreK class. PreKE also encourages the children to suggest topics they are interested in exploring. **We are seeking candidates to lead one PreKE class which meets Tuesdays, Wednesdays and Thursdays.**

Purpose: To lead an afternoon preschool class of pre-kindergarten aged children in collaboration with a Teacher's Assistant.

Education, Experience & Skills Required: Preferred candidates should have a Bachelor's Degree and experience in Early Childhood Education, Elementary Education, Special Education, or other related educational field. The candidate should have a strong faith in Jesus Christ, a love of working with young children, strong organizational skills and a collegial personality who works well with others.

Hours: Tuesdays, Wednesdays and Thursdays from 11:30am – 3:30 pm; September to June

Expectations:

- Establish a climate of love, nurture and caring within the classroom community
- Set up a shared classroom space for children that is attractive, stimulating, inviting, age appropriate, and safe
- Rotate toys, games and activities regularly to keep the classroom fresh
- Communicate behavior guidelines and expectations to the children in a way that is firm, friendly, and consistent
- Support children's curiosity and growth through guided play, free play, large and small group

activities, and afternoon meetings

- Prepare and set up in advance materials for crafts, cooking, and science projects, etc.
- Integrate Bible lessons into the routine of the classroom through discussion, stories, and songs
- Maintain overall cleanliness, order, and repair of the classroom materials, and the classroom in general
- Supervise classroom assistant
- Maintain on-going communication with families utilizing Brightwheel
- Attend staff meetings and professional development sessions as scheduled by the Director
- Attend all extracurricular events, such as parent orientation, graduation, and Preschool Sunday as listed on the school calendar
- Take on other duties as requested by the CPS Director

Interested candidates should send a cover letter and resume to Virginia Davis, Preschool Director, at preschool@narberthpres.org.