



## THE POTTER'S HOUSE JOB DESCRIPTION

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| <b>Position Title:</b>    | <b>PRESCHOOL TEACHER</b>  |
| <b>Reports to:</b>        | Elementary School Principal   |
| <b>Department:</b>        | Preschool - PreK  |
| <b>Hours:</b>             | Full-Time Per Contract  |
| <b>Exempt/Non-exempt:</b> | Exempt  |
| <b>Salary:</b>            | Salaried Contract Based on Teacher Scale                            |
| <b>Benefits:</b>          | As offered per personnel policies                                   |
| <b>Position Category:</b> | Teacher   |
| <b>Position Calendar:</b> | School Schedule Professional Development as indicated by supervisor |

### Summary

A Potter's House teacher is committed to fulfilling the mission and vision of the school. The role includes all aspects of planning, organizing, and implementing an appropriate instructional program that guides and encourages students to become resilient followers of Jesus who are equipped to serve God and society to their fullest potential.

### Qualifications:

1. Loyal and supportive of The Potter's House mission, vision, and values.
2. Personal relationship with Jesus Christ and committed to Christ-centered education.
3. Education: bachelor's degree (required); master's degree or higher (preferred).
4. Certifications: Active Michigan teaching certificate or actively working towards Michigan certification (preferred), and CPR.
5. Proven experience as a Preschool Teacher (preferred).
6. Excellent understanding of the principles of child development and preschool educational methods.
7. Familiarity with safety and sanitation guidelines for classrooms.
8. Excellent communication and instructional skills.
9. Bilingual English / Spanish (preferred).

### Characteristics of Professional Excellence for Faculty

The faculty of The Potter's House commits to these characteristics as the foundation of our efforts to serve the needs of our students, colleagues, and school:

1. Follow Jesus passionately.
2. Reliably accomplishes the foundational and universal responsibilities of the teaching profession.
3. Cooperates with colleagues and stakeholders, embracing differences with Christ-centered hospitality.
4. Ensures that all students are growing as learners by implementing pedagogical tools that attend to a wide range of learning and language needs.
5. Pursues mastery of the content in every assigned course and continuous improvement in teaching.
6. Develops deep, effective, and professional relationships with students.
7. Embodies the mission and vision of the school.

### **Primary Job Responsibilities:**

1. Actively engage as a member of the school's spiritual community by attending morning prayers daily and other school events and functions, as directed by the Building Principal.
2. Develop a careful and creative program suitable for preschool children.
3. Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children.
4. Observe each child to help them improve their social competencies and build self-esteem.
5. Encourage children to interact with each other and resolve occasional arguments.
6. Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers, or colors, do crafts, etc.).
7. Organize nap and snack hours and supervise children to ensure they are safe at all times.
8. Track children's progress and report to parents.
9. Communicate with parents regularly to understand the child's background.
10. Collaborate with other educators.
11. Maintain a clean and tidy classroom consistent with health and safety standards.
12. Demonstrate knowledge of students as learners and maintain appropriate relationships with students, including when addressing their social-emotional health.
13. Prepare appropriate weekly lesson plans that include, minimally, the following: instructional objectives, planned teaching and modeling, formative assessments (guided practice), and supplemental resources.
14. Regularly review/update department and course curriculum maps to ensure the fulfillment of proper instructional priorities and pacing.
15. Utilize appropriate assessment techniques to inform and evaluate student learning and progress.
16. Implement effective classroom management and discipline procedures to provide a safe, healthy, and productive learning environment conducive to learning.
17. Update all student and school records accurately and completely as required.
18. Model effective teacher/parental partnering through timely (24 hours) and proactive communication.
19. Keep the building principal informed of serious student issues.
20. Implement Christ-centered teaching through pedagogical practices that develop students in alignment with The Potter's House Portrait of a Graduate: Resilient Follower of Jesus, Compassionate Discerner of Truth, Equipped Kingdom Influencer, Joyful Overcomer of Challenges, and Humble Pursuer of Excellence.
21. Perform any other duties that may be assigned by the direct supervisor, which may include, but are not limited to, the following: before-school and after-school student supervision, daily advisory/homeroom supervision, school-day class trip attendance, class retreat participation, lunchtime supervision, etc.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This Job Description has been reviewed for accuracy by the administration and HR and is compliant with EEOC and ADA requirements.*

To apply, please send your letter of interest, resume, and completed [application](#) to: The Potter's House; Attn: Janorisé Robinson; 810 VanRaalte Dr SW, Grand Rapids, MI 49509; or e-mail [jrobinson@tphgr.org](mailto:jrobinson@tphgr.org).