

First Steps Teacher Responsibilities (Enrichment)

1. Provide a safe, loving, Christian environment for the children of your class.
2. Provide a warm greeting and welcoming activity to draw children into the classroom.
3. Provide a daily craft relating to the monthly themes provided in the resource manual.
4. Provide a daily Bible story and Bible verse memorization time.
5. Provide a daily circle time covering age appropriate learning concepts such as counting through use of the calendar, letter skills, etc.
6. Post Lesson plans for viewing by the classroom parents and in the event a substitute is needed.
7. Post a written schedule of daily activities, post all rules, guidelines that are pertinent to staff and parents, and log all necessary information on sheets provided (attendance).
8. Check original application/registration form to note any special needs, fears, allergies, etc. and be aware of a stated plan of action for meeting those specific needs.
9. Attend all yearly staff meetings/toy washes on dates announced by the Director. These are in addition to the pre-session meetings. Any summer teachers that are not teaching in the fall for the school year are exempt from attending the fall staff meeting/toy wash. The teachers will be paid for the toy wash and training.
10. Attend staff meetings held prior to the beginning of the fall and summer sessions. A babysitter will be provided for teacher training.
11. **Arrive 15 minutes before class starts** - (Children of teachers will be excused to their classes five minutes before the bell rings.)
12. Remain in the classroom until all students have left. In the unlikely event that a child is extremely late in being picked up, please make arrangements with the Director to leave the child in the office. There is a late fee after 15 minutes, payable to the staff member who waits with the child.
13. Straighten and clean (wipe tables off, etc) the classroom and supply areas at the end of the day. Take trash to dumpster.
14. Communicate with the parents on a regular basis about their child (What I did today sheets). If some sort of behavior and/or incident occurs during class time, it is the teacher's responsibility to first approach the parent - please log the date and other pertinent information on an incident report. If unacceptable behavior or a situation continues, then the teacher needs to notify the Director. A meeting will then be scheduled to work out a solution.
15. All requests for upgraded equipment; facility maintenance or repair must be made through the director and board of directors who will report to the Church property division.
16. Notify the direct supervisor as soon as possible when a substitute is needed.
17. Agree to uphold the Christian environment of the workplace by exhibiting Christ like behavior in conduct and speech. Agrees that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8).