



## **BEYOND ACADEMY JOB DESCRIPTION TEACHER**

### **PURPOSE OF THE POSITION:**

A Beyond Academy Teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies, and procedures. They will promote the vision of Beyond Academy, which is to ensure that every child is exposed to and taught the Word of God, as set forth by Beyond Church. They will uphold the standards set in the Beyond Academy Employee Handbook with supervisory permissions and responsibilities.

### **SCOPE:**

A Teacher will be responsible for implementing the program developed by Beyond Academy. They must ensure the development and safety of all children. They will be respectful of children, parents, and other staff, and ensure that equipment and facilities are clean, safe, and well maintained. All Beyond Academy employees are expected to maintain professionalism in their timeliness, appearance, and social media conduct as deemed appropriate by the employee handbook.

### **RESPONSIBILITIES:**

1. Implement the Beyond Academy preschool program
  - Plan and implement activities to meet the physical, emotional, intellectual, and social needs of the children in the program
  - Ensure equipment and the facility are clean, well maintained, and safe at all times
  - Provide weekly and monthly schedules of activities
  - Be familiar with emergency procedures
  - Treat facilities with utmost level of care and respect
  
2. Supervise children in your class
  - Ensure that children are supervised at all times
  - Provide various experiences and activities for children, including songs, games, and storytelling
  - Build children's self-esteem
  - Comfort children
  - Establish routines and provide positive guidance
  - Provide a safe and secure environment for children to feel comfortable
  - Clearly and effectively communicate in a manner that children understand
  - Observe children and make note of progress
  - Integrate special needs children in a positive and respectful manner



## KNOWLEDGE, SKILLS, AND ABILITIES:

### KNOWLEDGE:

A Teacher must have proficient knowledge in the following areas:

1. Child development and early education theories and practices
2. Safe and appropriate activities for children
3. What the Arkansas Minimum Licensing Requirements for Child Care Centers say about the safety and supervision of children
4. An understanding of the southern cultural environment

### SKILLS:

A Teacher must demonstrate the following skills:

1. Team building skills
2. Supervisory skills
3. Analytical and problem solving skills
4. Decision making skills
5. Effective verbal and listening communications skills
6. Stress management skills
7. Time management skills
8. Teaching skills

### PERSONAL ATTRIBUTES:

A Teacher must maintain strict confidentiality in performing the duties of a childcare provider, and must also demonstrate the following personal attributes:

1. Be respectful
2. Possess cultural awareness and sensitivity
3. Be flexible
4. Demonstrate sound work ethics
5. Be consistent and fair
6. Be compassionate and understanding
7. Be able to build esteem, while ensuring a safe and secure environment

### PHYSICAL DEMANDS:

Caring for children can be physically demanding. A Teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or child-sized furniture. They will be expected to clean and maintain equipment and facility. A Teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.



#### ENVIRONMENTAL CONDITIONS:

A Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and they will have to supervise children at all times.

#### SENSORY DEMANDS:

A Teacher may experience smells associated with toileting and children who are ill. There may be times that the environment is noisy and busy.

#### MENTAL DEMANDS:

Caring for children can be stressful. A Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and they must be prepared to handle accidents and emergencies at any time.