

## **2-Step Preschool Teacher**

**Job Title:** 2-Step Preschool Teacher  
**Department:** Stepping Stones Preschool  
**Reports to:** Preschool Director  
**Status/Hours:** Part Time (10 hours per week), Tuesday and Friday mornings  
**Note:** The 3-Step and 2-Step positions may be combined for a 5 day position if both positions are open.

### **POSITION SUMMARY**

Stepping Stones Preschool provides a setting where children develop physical, social, emotional, spiritual, and intellectual skills appropriate for their age. The Stepping Stones staff strives to create a Christian environment that shares the love of Jesus and encourages children to grow and learn while receiving praise, love, and acceptance. Stepping Stones is an Indiana Registered Ministry and participates in the Paths to Quality rating system. The Indiana Early Learning Foundations guide instruction for kindergarten readiness.

#### **Scope:**

The 2-Step teacher will work with another teacher or assistant in a classroom of up to 18 three and four-year old children. Teachers will develop a classroom environment and culture that promotes positive relationships, engages children in learning in playful ways, and exemplifies age-appropriate spiritual leadership.

### **ESSENTIAL JOB RESPONSIBILITIES**

- Create a classroom environment appropriate for young children.
- Lesson plans prepared in advance and available each week on Monday.
- Use ongoing informal assessment to guide lesson planning for whole group and small group instruction.
- Maintain positive relationships among students, team members, and parents.
- Participate in weekly staff meetings.
- Prepare progress reports for parents.
- Conduct parent teacher conferences twice during the preschool year.
- Plan and prepare for special events (open house, party days, Christmas program, spring program).
- Give guidance and direction to assistant and volunteers.
- Request, maintain, and inventory classroom and gym equipment and supplies.
- Complete required trainings for CPR, First Aid, Universal Precautions, Child Abuse Prevention, and Health & Safety.
- Participate in professional development (hours determined by Paths to Quality).

### **POSITION QUALIFICATION REQUIREMENTS**

### **Spiritual Gifts Helpful for Position**

- Wisdom
- Leadership
- Discernment
- Teaching
- Shepherding

### **Character Traits Needed for Position**

- Personal relationship with Jesus
- High relationship skills – ability to work with young children and adult staff members
- Humble, flexible, teachable, and trustworthy
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to keep information confidential
- Good people skills – Team player
- Self-directed – Takes initiative

### **Necessary Skills and Attributed**

- Highly administrative
- Detail-oriented
- Strong interpersonal skills

### **Required Education and Experience**

- High school diploma
- Bachelor's or associate degree in education, CDA (or equivalent) is preferred
- Volunteer or work experience with preschool age children