



## Joyful Hearts Preschool

A Ministry of Fairwood Community United Methodist Church

15255 SE Fairwood Boulevard Renton, WA 98058

425-228-4577

### Seeking a Preschool Teacher

Job Type: Part-time 15-20 hours a week

Pay: \$17.70

This position is responsible for:

**1) Collaborate with Director to develop and implement a developmentally appropriate program for young children**

- a) In collaboration with Director, develop curriculum that is consistent with Preschool Program of Ministry and NAEYC standards, using Developmentally Appropriate practices and Anti-bias Approach to Curriculum.
- b) Plan and prepare materials for activities to meet physical, emotional, intellectual and social needs of the children, using various experiences and activities such as centers, songs, games, and storytelling.
- c) Provide nutritious snacks (coordinate preparation, set up and clean up).
- d) Collaborate with director and other teaching staff to provide adequate equipment and activities.
- e) Ensure that the preschool equipment and the facility are clean, well- maintained and safe at all times. Report any problems to the Director.
- f) With director and other staff, develop weekly and monthly activities.
- g) Develop culturally appropriate programs and activities.
- h) Develop activities that introduce developmentally appropriate math and early literacy concepts.
- i) Adhere to policies and procedures as stated in the Guiding Principles and FCUMC Staff Handbook.
- j) Carry out routine monthly fire and earthquake drills as directed.

**2) Supervise children in the Preschool**

- a) Ensure children are supervised at all times.
- b) Organize indoor/outdoor, quiet/active activities for the purpose of actively participating in learning activities with the children.
- c) Build children's self-esteem.
- d) Comfort children.
- e) Establish routines and provide positive guidance.

- f) Provide a safe and secure environment for children to feel comfortable.
  - g) Implement positive discipline when required.
  - h) Clearly and effectively communicate in a manner that children understand.
  - i) Observe children and make notes of progress.
  - j) Administer developmental assessments for the purpose of identifying needs, assessing student development and/or for developing Individual Learning Plan.
  - k) Discuss each child's development with parent(s)/guardian(s).
  - l) Integrate children with special needs in a positive and respectful manner.
  - m) Work, as needed, within a multi-disciplinary framework with the Director, therapists, teachers, and support staff to ensure an instructional and therapeutic program.
- 3) Develop and maintain supportive, cooperative relationships with families, preschool and church staff, FCUMC congregation and local community, through regular, open communication**
- a) Collaborates with parent(s)/guardian(s), Director and other staff in the development of an individual education plan for each child.
  - b) Discuss identified problems and needs with professionals as appropriate.
  - c) Participate in a variety of program activities (e/g. parent/guardian conferences, staff meetings, staff training, planning meetings, program meetings, parent/guardian education opportunities, recruiting activities).
  - d) Work cooperatively and effectively as a team member.
- 4) Maintain program administration**
- a) Keep parents/guardians informed of program expectations, program activities and their child's progress.
  - b) Develop and maintain current, accurate and confidential child/family files.
  - c) Completes and maintains all other required documentation and records.
  - d) Develop and maintain daily lesson plans.
  - e) Notify director of any needed supplies or materials.

### **Knowledge, Skills and Abilities**

- 1) BA Degree preferred or AA-ECE or Child Development Associates (CDA) preferred. Two years work experience in preschool, childcare or kindergarten
  - a) OR 2 or 4-year degree in any field and 45 quarter units in ECE/CDA and three years' work experience
  - b) OR valid Washington Elementary Teacher's Certificate or Endorsement in ECE and three years' work experience in a "child-related" field with preschool age children from 3 to 5 years old.
- 2) Prior experience working with children with disabilities preferred.
- 3) Ability to relate well to children and their families.
- 4) Supervisory experience recommendation.
- 5) Pass Washington State Patrol Background Check.
- 6) Must have a love and compassion to work with young children.
- 7) Able to lift up to 40 lbs.

- 8) Ability to frequently change position: stand, sit, kneel, bend, and carry children.
- 9) Personal commitment to the Christian faith.

### **Application Process**

To apply please send your resume and cover letter to [jobs@fairwoodumc.org](mailto:jobs@fairwoodumc.org). The position will remain open until filled, with preference given to applications received by Friday, April 30, 2024. Thank you for your interest, and we look forward to meeting you!

### **About the Employer**

*Fairwood Community United Methodist Church (FCUMC)* is a reconciling church that seeks to minister with all people, regardless of race/ethnicity, socio-economic status or sexual orientation. We affirm that everyone is a person of sacred worth and our mission is to build community through Christian faith, fellowship, service and social justice where all belong.

Ability to commute/relocate:

- Renton, WA 98058: Reliably commute or planning to relocate before starting work (Required)

Work Location: In person