

# OAKHILLS C H U R C H

**Our Mission:** *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

**Our Values:**  
**Unity:** We seek to promote unity in the Body of Christ  
**Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.  
**Family:** We embrace the family as the core teaching and discipling center.  
**Inclusivity:** We invite all people to belong to Christ’s community regardless.  
**Every Believer a Minister:** We view every believer as a minister.  
**Prayer:** We seek God in all decisions through prayer.  
**Neighborhood:** We organize our efforts around neighborhoods.

|                        |                          |                              |   |
|------------------------|--------------------------|------------------------------|---|
| <b>Job Title:</b>      | <b>Preschool Teacher</b> | <b>Status:</b>               | Part–Time<br>(15-18 hours)  |
| <b>Department:</b>     | Preschool Crownridge     | <b>FLSA:</b>                 | Exempt  |
| <b>Reports to:</b>     | Preschool Director       | <b>Job Class:</b>            | Professional  |
| <b>Direct Reports:</b> | None                     | <b>Minister Designation:</b> | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| <b>Work Week:</b>      | School Season – M/W/F    | <b>Driving:</b>              | <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |

I. **Job Summary:** This position is responsible for supervising and ensuring the safety and well-being of all children at all times, being alert for the needs and/or problems of the children as individuals and as a group. To plan developmentally appropriate class activities using developmentally appropriate materials and equipment that encourage a child to grow and develop at his/her own pace. Helping every child to be confident, self-assured, and aware of the love of our father and Savior.

II. **Primary Duties and Responsibilities:**

To follow Oak Hills Church Preschool Personnel Policies and Guidelines as stated in the Personnel Policy:

1. Plan, supervise and implement the children’s education program for assigned class.
2. Make preschool classroom developmentally appropriate, fun and challenging to ensure a positive experience.
3. Teach all subjects on multiple levels adjusting daily plans for different skill levels as needed.
4. Submit monthly lesson plans to be kept out in room and on file, and monthly calendar to be kept out in room, on file and sent home to parents.
5. Keep classroom, storage rooms, and bathrooms, neat and orderly.
6. Maintain a safe, creative learning environment, which is, designed to meet the needs of the individual child.
7. Follow recommended schedule for teacher rotations.
8. Supervise all playground activities, teaching children to control their body keeping themselves and others safe.
9. Share a classroom space and be flexible.
10. Facilitate daily snack and lunch time, sitting with the children while they eat.
11. Maintain accurate attendance and snack records.
12. Work closely with teaching assistants giving them ample time to complete tasks and communicating how their services will be needed to implement planned activities.
13. Report to Director any special needs or problems of individual children and any cases of suspected child abuse or neglect.

14. Participate in at least 24 clock hours of training yearly including one hour of child abuse training.
15. Attend regular staff planning and evaluation meetings.
16. Other duties and responsibilities as assigned.

**III. Minimum Qualifications:**

1. Bachelor's Degree in Early Childhood Education or Elementary Education from an accredited college or university.
2. One (1) to two (2) year(s) experience working with young children.
3. Meet Texas Department of Protective Services minimum standards.
4. CPR and First Aid certification

**IV. Knowledge and Abilities**

1. Knowledge of principles, practices and methods of teaching.
2. Knowledge of theory and practice of student learning styles.
3. Knowledge of English grammar and vocabulary.
4. Ability to work independently with limited supervision.
5. Available to work with occasional flexibility in schedule.
6. Ability to plan and implement developmentally appropriate activities/curriculum for preschool children.
7. Ability to work scheduled hour and be dependable.
8. Ability to show competency, good judgement, and self-control while working with children.
9. Ability to discern and maintain confidentiality.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

**V. Physical Requirements and Working Conditions**

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate basic office equipment. Subject to frequent bending, stooping, squatting, twisting, kneeling and getting up and down from the floor to perform the essential functions. Working conditions are primarily inside a classroom environment.

**VI. OHC Staff Expectations**

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character, and love.
3. Personally engaged with OHC mission, vision and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood (Preferred).
5. Attend Life with OHC and become an OHC member within six (6) months of employment (Preferred).
6. Partner with other departments to lead, promote, and/or implement ministry initiatives and events.