

## Job Description: Co-Teacher at First Presbyterian Church Nursery School

- ❖ This is a co-teaching position in a 3-year-old class or a 4/5-year-old class.
- ❖ Co-teaching means an equal teaching status in the classroom with another teacher overseeing/teaching 16 three-year-olds or 18-20 four/five-year-olds.
- ❖ You are responsible for planning and preparing lessons with other teachers who teach the same age class as you do. You will need to attend planning meetings which are held one day of the month from 11:45 a.m. until approximately 2:30 p.m.
- ❖ Teaching includes age-appropriate lessons in art, music, hands-on science, stories, pre-math and pre-reading skills, large motor activities, and small motor activities.
- ❖ Creativity is needed. Flexibility is often required. Compassion, warmth, energy, a learning attitude, listening ears, and cooperation with a team partner are important aspects of this job.
- ❖ Teachers need to be at school at least ½ hour before and after class times, but this time can be flexed with your teaching partner. There may be things that need to be done at home to help the day go smoothly (pre-cutting, bringing in supplemental materials, etc.).
- ❖ There are a few evening events that you are required to attend. (These include but are not limited to; *Mom and Me Night*, *Dad's Day*, and the *Fall Parent Information Night*. We also hold *Parent/Teacher Conferences* in the fall and the spring. We cancel a school day in order to schedule the conferences.
- ❖ Teachers are *required to be trained* in First Aid, Communicable Diseases, Child Abuse and Neglect, and CPR. (The Nursery School will pay for these classes). The initial classes are 6 hours long each and the review classes are 3 hours long. There is an online 6 hr. Orientation class to take before the start of employment.
- ❖ Teachers must have a *physical* before employment begins.
- ❖ Teachers are required to be *fingerprinted and to complete a background check*. (The Nursery School will pay for this.)
- ❖ Teachers must complete 6 hrs. of Professional Development each fiscal year\* (July 1-June 30).

\*The 6 hr online Orientation class counts as the Professional Development the first year of teaching.

All the online classes are recorded in your personal OCCRRA account.