

SAINT JOHN PRESCHOOL

3404 West Beltline Boulevard

Columbia, SC 29203

(803) 256-8542

www.saintjohnbaptistpreschool.com

Application for the position of: Teacher

OPENING DATE:

CLOSING DATE:

JOB TITLE: Teacher

SALARY:

LOCATION: 3404 W. Beltline Blvd.
Columbia, SC

JOB TYPE: Full Time

WORK SCHEDULE: Monday – Friday 8:30 AM – 5:30 PM

JOB REQUIREMENT: Bachelors degree in Early Childhood or Elementary Education
with 1 year actual experience

TO APPLY: 3404 West Beltline Blvd, Columbia, SC 29203, Preschool Office

APPLICATION PROCEDURES: Please complete the application to include all current and previous work history and education. A resume may be included but not substituted for completing the application.

JOB RESPONSIBILITIES:

General duties are to become thoroughly familiar and follow schedules, curriculum, and daily routine; conduct self in a professional manner at all times; provide learning experiences for the pupils through advance planning; evaluate and analyze progress at the end of each day; complete accurate daily records and reports as requested by the director; plan cooperatively with teacher assistant for effective teaching; attend staff meetings, PTO Meetings and all preschool sponsored functions (each employee is expected to remain throughout the meeting unless excused by the director); show interest in self improvement by attending workshops offered by organizations; be able to control children without yelling, using harsh tones or spanking children (spanking will not be permitted); take an interest in children; encourage good eating habits and personal appearances; provide more opportunities for creativity; children are to be carried, not sent during lunch period, playground, nap time or to use the bathroom; communicate freely with the director; learn pupils early through observation and records; become acquainted with and abide by the General Regulations of the preschool Handbook; accept Counseling and help from the director or administrator when needed; **supervise children at all times.**