



# GRACE ACADEMY

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## Grow in Grace

### Job Description – Preschool Teacher

<b>Purpose</b>
To carry out professional duties and to have responsibility for an assigned class. To be responsible for the day-to-day work and management of the class and the safety and welfare of the students, during on-site and off-site activities. To promote the vision and objectives of the school and maintain its philosophy of education.

<b>Main duties and responsibilities</b>
<ul style="list-style-type: none"><li>• To create and manage a caring, supportive, purposeful, and stimulating environment which is conducive to children’s learning.</li><li>• To always try to understand, appreciate, love, and serve the students entrusted to me for instruction.</li><li>• To plan opportunities to develop the social, emotional, and spiritual aspects of students’ learning.</li><li>• To oversee the planning and preparing of lessons to ensure breadth and balance in assigned subject areas and to identify clear teaching objectives and learning outcomes, with appropriate challenges and expectations.</li><li>• To maintain good order and discipline among the students, safeguarding their health and safety.</li><li>• To organize and manage groups or individual students ensuring differentiation of learning needs, reflecting all abilities.</li><li>• To maintain a regular system of monitoring, assessment, record-keeping and reporting of children’s progress.</li><li>• To ensure effective use of support staff within the classroom, including parent helpers.</li><li>• To refer students for appropriate specialized support as needed and communicate regularly with support staff.</li><li>• To collaborate with other teachers, offering suggestions or ideas as related to teaching strategies or methodology as needed and to be part of a whole school team, actively involved in the evaluation and development of policies and programs of study, teaching materials, resources, and methods of teaching.</li><li>• To communicate and consult with parents over all aspects of their children’s education – academic, social, emotional, and spiritual.</li><li>• To participate and volunteer at fundraising events when possible.</li></ul>