



## **Job Description – Teacher The Loving Tree School**

### **Purpose:**

The Loving Tree School Teacher will foster the development of the school program curricula using wonder-based learning, and will carry out its mission in alignment with the Mission, Vision and Values of the United Church of Ferndale (UCF), UCC/UMC. The Loving Tree School teacher will work collaboratively with the Program Supervisor, Loving Tree School Advisory Ministry Team, Pastor, and parents.

### **Essential Functions, Job Responsibilities and Duties:**

1. Greet each child in a compassionate and friendly manner, providing a warm, safe and caring environment that is kept appealing to children and their growing needs. Interact with the children and encourage their involvement in class activities while honoring each child for the unique beauty that each child brings. The environment should allow each child to grow and explore.
2. Work in a team environment with other staff members to form a positive, supportive atmosphere. Work to meet the needs of the overall program and its goals and objectives. The teacher will utilize the assistant teacher and volunteers to add richness and depth to the learning experience for the children.
3. The teacher will be expected to plan, prepare, and implement daily activities, both indoor and outdoor, as they relate to the program curriculum. Planned activities will be implemented in a program based in wonder and exploration, natural materials, and open-ended play, Learning will be led by the child and supported by the teacher.
4. The teacher will work the days and hours scheduled and perform all assigned responsibilities and tasks. Be punctual and timely in meeting performance requirements, including but not limited to attendance standards and work deadlines. Teacher will also

be required to attend school staff meetings, trainings, and Parent/Child Open houses and seasonal themed programs and activities. Teacher will also perform additional program duties as required by school needs.

5. Parent communication is paramount and will be expected through various means including but not limited to verbal reports, online documentation, and notes; keeping a portfolio of each child's progress, including artwork, samples of classroom work, photos of child engaged in learning. Teacher must feel comfortable with building community and relationship with families and parents, inviting them into the world of their child's school experience.

6. Working with 3 to 5-year-olds, the teacher will be responsible for the health, welfare and safety of the children including supervision of toileting and bathroom time and needs that may arise from potty training.

7. Understand and comply with Mandated Reporting Requirements.

#### **Qualifications:**

1. Ability to effectively interact and relate to children in a developmentally appropriate and loving manner. Must be sensitive to each child's individual differences and needs and be willing to adjust the curriculum to meet those individual needs.

2. Will be motivated to learn and grow in an educational environment and be willing to continually increase knowledge in the field of Early Childhood Education and wonder based learning.

3. Will be able to relate with and speak to parents in a respectful and courteous manner honoring all forms of diversity.

4. Will be willing to work in a team environment, be willing to share ideas, be open to other's ideas, be flexible and willing to compromise.

5. Show evidence of previous educational training in early childhood education and/or two years prior experience in working in early childhood education. Must be passionate about children and willing to honor each child with dignity and love. Certification (AA) in Early Childhood Education preferred.

6. Able to demonstrate the physical ability to work in a dynamic preschool environment.

7. Able to demonstrate proof of full vaccination for the Covid virus or proof that the applicant has had Covid.

8. Passed a background check including fingerprinting and a criminal background check.
9. Ability to speak, read, and write in English.
10. Evidence of strong organizational skills and the ability to multi-task effectively.
11. Have a current CRP and First Aid Certification or willingness to obtain within thirty (30) days of employment.

**Responsible To:**

The Loving Tree School Teacher works with the LTS Program Supervisor, Pastor and LTS Advisory Ministry Team and is accountable to the UCF Staff Parrish Relations Team (SPRMT) and Church Council.

**Application Procedures**

- Provide a resume and three references (name; telephone number(s) and email addresses.
- Submit a letter of application to Mr. Kenn Robinson c/o United Church of Ferndale, P.O. Box 186, Ferndale, WA 98248
- The application deadline is Friday, March 11, 2022 12:00 P.M.
- The application letter should describe how the required skills and experiences listed above have been or will be fulfilled.

**Terms of Employment:**

The Loving Tree School Teacher will be employed for a term that includes the number of days the school operates during the given school year. Additionally, the Teacher will have seven (7) additional work days for preparation to open and close the school plus teacher training. These additional days will be determined in collaboration with the Program Supervisor. Employment is subject to student enrollment.

The first and last days of school for students is determined annually in coordination with the Ferndale School District Calendar. The school calendar and may also be impacted by school district closure due to extreme weather during the school year and/or by the impact of Covid. Effective January 1, 2018 per Washington State requirement, sick/compassionate leave time will accrue at one (1) hour per every forty (40) hours of employment. These hours will carry over year to year (up to forty (40) hours and will not have any cash value at termination of employment. Generally, the day will begin for staff at 8:15 and continues until 12:30 OR until all children are picked up. Staff meetings will also be required.

Job Types: Part-time, Contract

Salary: \$17.00 per hour

**COVID-19 considerations:**

The Loving Tree School will abide by CDC, State, and Whatcom County Health Department guidelines as well as denominational guidelines. Applicants must show proof of full vaccination OR proof that he/she has had Covid. The applicant must all meet any current mask mandates issued by the Whatcom County Health Department.

*(rev. Feb. 28, 2022)*