

**Job Title:** Teacher

**Locations:** Methodist Children's Academy - East Hill (2203 N 12th Ave) & Methodist Children's Academy - Downtown (6 East Wright St.), Pensacola, Florida

**Qualifications:** 45 hour course, CDA

**Supervisor:** Director of Preschools

**Hours:** Part-Time & Full-Time

**Staffing Duties:**

- Attend all staff meetings, workdays, training and special events.
- Perform house cleaning duties necessary for the safety and organization of the classroom and students.
- Help with lessons that meet the emotional, physical, intellectual and social needs of both the individual child and the class as a whole.
- Prepare a warm and safe environment that is orderly, clean and appealing and permits the child to grow and explore.
- Function and help build a supportive team.
- Ensure program goals are implemented.

**Classroom Duties:**

- Use appropriate and positive discipline that is consistent.
- Keep parents informed of classroom goals and developments.
- Establish and maintain good communications with parents through parent conferences on daily informal bases.
- Observe, record, and report significant individual or group behavior.
- Administer first aid to ill or injured children, report serious accidents on appropriate forms immediately following the accident.
- Supervise snacks, lunches and playground activities.
- Help children develop self-help skills such as dressing, eating, health, safety and hygiene.
- Performs other duties and assignments as requested by the director.