

Portland Rescue Mission

Position Description for

Head Teacher – Pre-school

Department: Women's Ministries Work Location: Shepherd's Door
Job Title: Head Teacher Reports to: Children's Ministries
Pre-school Director

Employment Status (check boxes as necessary)	<input type="checkbox"/> Regular	<input type="checkbox"/> Full Time	<input type="checkbox"/> Non-exempt
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call	
	<input type="checkbox"/> Volunteer		

Effective Date: _____ Hours: From _____ To _____

General description of work: (short paragraph summary of general work to be performed)

Responsible for providing educational oversight and supervision of the pre-school age children during scheduled program hours.

Essential Functions:

- Responsible for the supervision and implementation of the classroom activities according to child Care Division stands for the pre-school group of children at Shepherd's Door.
- Collect written, weekly observations on individual children for curriculum planning and for the child's portfolio.
- Responsible for planning classroom curriculum, and for the Children's Center ministry planning with the Children's Program Director and other head teachers.
- Participate in the quarterly reviews of the child's portfolio.
- Responsible for the training, supervision, and scheduling of Classroom Aides, parent helpers, and volunteers assigned to the classroom.
- Participate in outings with the women and children as necessary.
- Facilitate parent education topics among women as needed.
- Participate in all training deemed necessary by the Children's Program Director.
- Attend all meetings as required.
- Other duties as assigned

Knowledge, skills, and abilities required:

- Must be a minimum of 18 years of age.
- Must be teacher qualified according to standards of the state of Oregon.
- Knowledge of homeless issues and community help agencies.
- Possess organizational skills and the ability and willingness to participate in program design and structure
- Ability to effectively handle multiple tasks as assigned

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Personal Attributes & Values:

- Ability to demonstrate flexibility in working as part of the team for the common goals of the mission, including performance of tasks outside the parameters of this job description
- Prompt and thorough in job performance, as well as possessing the ability to think logically and have good problem solving skills
- Developed relational and listening skills
- Person of integrity and honesty
- Neat and clean in appearance
- A pro-active communicator and problem-solver with a bias towards action
- A relationship with the Lord Jesus Christ and a deep desire to serve Him
- An understanding and commitment to the mission and ministry of the PRM

Equipment Used:

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment

Dress Code: The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

Handbook: The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions, please contact the Human Resources Department (CFO).

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

Revisions: The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

Mission Statement: We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through rescue ministries.

Employee acknowledgement:

I have received a copy of this job description

Signature

Date

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**Qualifications for a Head Teacher
Table 1**

Option	Infant & Toddler	Preschool Age	School Age
(a) Bachelor's degree from college or university with a major in:	Early childhood education or child development	Early childhood education, child development, elementary education or special education	Child development, elementary education, physical education, recreation, special education or early childhood education
OR (b) AA/AS degree from a college with a major in:	Early childhood education or child development	Early childhood education, child development or related degree	Child development, physical education, recreation, early childhood education or related degree
OR (c) A one-year state or nationally	Related to infant and toddler care	Related to preschool age care	Related to school-age care

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recognized credential:			
<p style="text-align: center;">OR</p> <p>(d) Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in:</p> <p style="text-align: center;">AND</p>	Early childhood education or child development	Early childhood education, child development, elementary education or special education.	Child development, physical education, elementary education, special education, recreation or early childhood education.
At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of:	Infants and/or toddlers	Preschool age children	School age children
<p style="text-align: center;">OR</p> <p>(e) At least two years of qualifying teaching experience, with at least one year as a teacher, in certified child care center or comparable group care program in the care of:</p>	Infants and/or toddlers	Preschool age children	School age children
<p style="text-align: center;">OR</p> <p>(f) Documentation of attaining at least level three in the Professional Development Registry.</p>			