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Center Director - Olivia Alexander

Job Description

Title: School-Age Teacher

Department: Early Education

Job Summary:

The person selected for this position will be responsible for the supervision, education and management of a group of children from the ages of five to twelve years old. On occasion this person may be asked to assist with children under the age of five.

Qualifications

Education, experience, and enthusiasm will qualify the person for this position. A degree in Early Childhood Education is preferred; course work is required. This person must be at least 18 years of age, must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to follow the procedures and policies of Cornerstone Christian School.

Summary of Essential Job Functions

Responsibilities will include, but not be limited to the following:

- Plan, implement and supervise appropriate curriculum according to the philosophy of Cornerstone Christian Academy.
- Constant and consistent supervision of children in a positive style of teaching and training.
- Plan and prepare the learning environment; prepare the needed materials and supplies.
- Adapt teaching methods and instructional material to meet students' varying needs and interests.
- Observe, record, and report on individual and group behaviors and injuries.
- Assume a share of the housekeeping responsibilities.
- Promote parent involvement through parent meetings and communications.
- Attend all staff meetings and events at Cornerstone Christian Academy.
- Maintain professional conduct, attitude, appearance, and loyalty at all times; treat all people with respect and dignity.

Lead Teacher Duties

Duties will include, but not be limited to the following:

1. *Curriculum*
Prepare lesson activities according to Curriculum outline.
Plan lessons with different learning styles in mind.
Plan physical games that include different physical abilities.
Provide an assortment of table activities and crafts that engage children.
2. *Environment*
Prepare supplies and classroom prior to class time.
Keep room and paperwork orderly.
Provide a variety of games and activities.
3. *Behavior Management*
Provide a copy of your class rules to ECE Director. Uphold Cornerstone's policies on behavior management.
4. *Supervision*
Strictly uphold the teacher-to-child ratio in each classroom.
Train co-workers in classroom preparation.
5. *Parent Relations*
Maintain good parent relations by communicating field trips and special days.
All written communications must go through the ECE Office before distribution.
6. *Professionalism and Christian Conduct.*
Provide example of professionalism and Christian life in all areas.
Follow the dress code as put forth in the Employee Handbook.
Attend monthly staff meetings.
Meet the STARS and licensing requirements annually.
Maintain current CPR card.

Mission Statement

Cornerstone's mission is to partner with parents to teach the truth of God's Word and to inspire students to pursue excellence spiritually, academically, relationally, and physically while equipping them for a lifetime of service to Jesus Christ.