

Holy Spirit Episcopal Church and School



Teacher Employment Description

Purpose of the Program

The School seeks to create an environment in which to learn what it means to be God's children, encouraging all children to love God and love learning. To that end, the School shall maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.

Mission Statement

We are an Episcopal school committed to creating a nurturing, educational, Christian environment where all students discover and develop their individual gifts and talents in order to serve others and give glory to God.

Scope

The Holy Spirit Episcopal School teacher concentrates on social skills, such as sharing and communicating with others, and practical skills in the children. The teacher keeps their pupils occupied with activities, music, games, and storytelling which follow the curriculum for the day. The teacher helps the children learn through active play, hands on experimentation and positive guidance. The teacher maintains relationships with parents and Head of School and tracks children's developmental progress.

Expectations

The Holy Spirit Episcopal School Teacher is expected to be kind, helpful, a self-starter, professional and creative. Teachers need to adapt easily to changing situations and should take the lead when necessary and appropriate.

Qualifications

- Education: Teachers of infants, toddlers, and preschool children up to age 3 shall hold no less than a Child Development Certificate (CDC or CDA) or an Associate's Degree (AAS) reflecting specialization in child development. Teachers of children age 4 and older shall have no less than a baccalaureate degree (BA/BS/BFA, etc.) in an appropriate field.
- Experience: Previous experience working with children in a Texas Department of Family and Protective Services licensed childcare facility preferred.
- Personal Qualities: Friendly and inviting; adapts easily; enjoys learning and working with children. Must be able to effectively interact and communicate with children and parents.
- Physical Qualities: Must be able to: repeatedly bend, stoop and run; and lift and carry children.

Requirements

A School Teacher requires a basic knowledge of Early Childhood Development and strong communication skills to assist in implementing a high-quality school program. Employment is contingent on successful completion of a background check through the TDFPS and the Episcopal Diocese of West Texas. A School Teacher must also complete Safeguarding God's Children training through Holy Spirit Episcopal Church and School; CPR First Aid certification; program orientation; documentation of 24 hours pre-service training for caregivers or 2 years previous experience in a regulated childcare facility prior the employment start date. The teacher must attend professional meetings, educational conferences and teacher training workshops in order to maintain and improve professional competence. Continuing Training Requirements: Time spent in professional development beyond school hours is not compensated. 24 clock hours training completed within 12 months of the hire date and within each consecutive 12 month employment period.

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Responsibilities

Under the general supervision of the Head of School, the School Teacher performs these duties:

1. Morning arrival time is by 8:15 in order to prepare materials and classrooms for student arrival at 8:30.
2. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, and selecting activities of interest to them.
3. Teacher will post lesson plans for the week, submit a copy to the Head of School and maintain bulletin boards.
4. Teacher must develop strong working knowledge of Texas Minimum Standards as they pertain to school operations.
5. Teacher must develop and implement lesson plans that incorporate motor skill development, cognitive skill development, language skill development, social/emotional development, & outdoor play, all with a Christian foundation.
6. Establish clear objectives for all lessons, units and projects, and communicate those objectives to children.
7. Provide written communication to parents and plan formal and informal parent conferences with Head of School guidance.
8. Teacher is responsible for creating a classroom environment conducive to learning and appropriate for the physical, social and emotional development of the children.
9. Attend to students' physical needs, to include toileting, dressing, grooming and hygiene.
10. Ensure continuity of care for children by sharing with incoming caregivers information about each child's activities during previous shifts and any verbal or written instructions given by the parent.
11. Must use positive guidance techniques as social, academic or adjustment problems arise.
12. Adapt teaching methods and instructional materials to meet students' varying needs and interests.
13. Observe, evaluate and document children's performance, behavior, social development and physical health.
14. Exercise patience, tolerance and objectivity when working with individuals or groups of children. Use judgment to determine children's needs and when to seek assistance from the Head of School or other staff.
15. Job requires comforting skills and a nurturing nature that shows courtesy, respect, acceptance and patience.
16. The teacher must be able to manage children's behavior.
17. Work cooperatively with school staff and the Head of School to maintain a quality program.
18. Attend staff meetings, occasional special seasonal activities and assist in training new staff.
19. Implement appropriate procedures and/or administer CPR/First Aid in the event of emergencies.
20. Select, store, order, issue and inventory classroom equipment, materials and supplies.
21. Perform administrative duties, such as mealtime monitoring and the transfer of children from classroom to other areas of the facility.
22. At the end of school hours, the teacher will empty trash cans, disinfect used toys, tables and counters with bleach solution, vacuum rugs and leave the classroom clean, orderly and ready for church use.
23. Perform other related work as assigned by Head of School.

Classification, Reporting & Hours

Regular Non-exempt

The School Teacher reports directly to the Head of School.

2, 3, 4 or 5 days a week / 8:15 am - 3:00 pm (6.75 hours per day)

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Beginning Compensation

Compensation dependent upon qualifications and experience.

Return year compensations are adjusted according to a cost of living increase, if financially feasible, according to the % passed by the vestry for other staff of Holy Spirit Episcopal Church and School.

Additional Benefits

20% scholarship if you have children enrolled in the program.

Program will pay up to \$265 annually for training to meet annual state training requirements. Expenses beyond that amount are the employees' responsibility.

If position annual hours reaches 1000 hours, employee is eligible for enrollment in the Lay Employee Defined Contribution Plan with employer contributions of 5% and matching up to 4%.

Personal Time Off

HOLIDAYS

The following holidays are established as paid time off: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and one day during Christmas season. Should a holiday fall on a teacher work day, employee will be compensated.

PERSONAL TIME OFF - EARNED

Personal time off (EARNED) is based on length of service and is allowed during a calendar year as shown in the following schedule:

Teacher personal days are applied to days that are missed according to the public-school calendar.

No personal days in the first calendar year of employment;

2 work weeks in the second calendar year of employment provided employee has completed 12 continuous months of service; and 8 workdays (or the equivalent of 2 work weeks) thereafter until the 6th anniversary year.

6th Anniversary Year and Following: 3 work weeks in the anniversary year of employment and every year thereafter.

12th Anniversary Year and Following: 4 work weeks in the anniversary year of employment and every year thereafter.

For these purposes, Anniversary Year is defined as the calendar year in which the anniversary of an employee's hire date falls. The above schedule may be modified at the discretion of Holy Spirit Episcopal Church and School, Dripping Springs, as applicable, including the right to reduce personal time off due to other unforeseen absences from work.

PERSONAL TIME OFF - UNEARNED (Max 2 works weeks per year)

One personal day will be granted for each month worked (max equivalent of 2 work weeks) during each calendar year of employment.

Pension

Holy Spirit Episcopal Church and School offers a *Defined Contribution Plan of Church Pension Fund* to lay employees who work a minimum of 1000 hours annually with employer's contribution of 5% and matching contribution of 4%.

Absence Policy

The School Teacher is a non-exempt position and missed work hours beyond the covered holidays, earned and un-earned personal days per school year will be deducted from the monthly compensation.

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Non Discrimination Policy

Holy Spirit Episcopal Church and School, an equal opportunity employer, follows a policy of nondiscrimination with respect to employees and job applicants. Employee policies/procedures and the recruitment and hiring of prospective employees are made without regard to race, color, gender identity/expression, national origin, age, disability, sexual orientation, or other status protected by applicable law.

Description Revision April 2022