



MANHEIM BIC CHURCH

MBIC Preschool Teacher or Assistant

Ministry Description, rev. 3/20/23

Position Title: MBIC Preschool Teacher or Assistant | MBIC

MBIC Preschool: We recognize the unique gifts of each young Preschool Student.

We pledge to nurture these gifts and provide a safe and nurturing environment.

Our goal is for each student to delight in learning and grow emotionally, socially, educationally and spiritually.

We are committed to laying down a foundation of deep connections and academic achievement.

Job Summary: The MBIC Preschool operates from the first week of September through the first week of May. Full-Day hours are typically 8:00-3:00 (students in class 9:00-2:30). Half-Day hours are typically 8:00 -12:00 (students in class 9:00-11:30).

This role provides classroom instruction and leadership for up to 12 students. There is a classroom aid paired with each teacher. There is a Preschool Director on site each day to support each teacher.

The MBIC Preschool is a ministry of MBIC church.

Current Openings:

- M/T/TH - Half Day Teacher - 2's Class
- M/T/TH - Half Day Assistant - 2's Class
- Full Day Teacher - Pre-K Class
- Half Day Teacher - Pre-K Class
- Half Day Teacher - 3's Class
- Teacher Assistants - Pre-K Class and 3's Class

Responsibilities:

Classroom

1. Prepare room before students arrive
2. Provide a welcoming atmosphere as the children arrive for the school day
3. Structure the schedule and transitions for the educational and play components of each day
4. Communicate with parents through monthly newsletter and additional updates
5. Ensure the safety and security of each student through filing accident reports, applying first aid, and following emergency procedures
6. Will use an annual classroom budget to make improvements to the classroom and the students' learning experience

Instruction

1. Prepare and organize lesson plans for age appropriate learning
2. Lead classroom learning
 - Apply behavior modification principles during class time

3. Use a notebook/folder including helper charts, permission slips, field trip flyers, conference slips and emergency info in classroom

Teaching Team

1. Attend staff meetings monthly (come prepared with ideas and questions)
2. Works well with an assistant alongside you at all times, willing to delegate and divide responsibilities

Key Competencies

1. Ability to serve as a spiritual role model by demonstrating a commitment to Christ and spiritual maturity
2. Teaching background & classroom experience
3. Passionate for developing programming that facilitates the social, educational and faith development of each student
4. Works well with others
5. Cares for each student's family connections in a way that encourages and equips parents and guardians
6. All required FBI, State Police, and Child Abuse clearances must be completed and up-to-date
7. Supportive of Preschool Staff with a passion to see MBIC Preschool Ministries succeed

Reporting Relationships

The Preschool Director(s) will be the primary supervisor of this role.

Send Resume & Cover Letter to:

Pastor Corby Burkholder
Manheim BIC Church
54 N. Penryn Rd.
Manheim PA 17543
corby@manheimbic.org

Application Deadline June 1, 2023