

Position Description

Alto Reformed Church, in partnership with the Waupun Area School District, is seeking to fill a part-time morning position for a **4-year-old kindergarten teacher and childcare center director**.

Requirements:

- At least 21 years of age
- Hold an appropriate Wisconsin DPI license (080, 083, 086, 088, 090, any of 100 thru 108, 70-777, or 71-777)
- Have current First Aid/CPR and Shaken Baby trainings (or be willing to complete training)
- Teaching philosophy must reflect goals of the Alto Reformed Church 4-year-old Kindergarten (ARC 4K) program
- Experience with Literacy Link and Handwriting Without Tears are a plus

Duties:

- Write lesson plans and implement them to actively engage a group of 10 students from 8:00-11:45 a.m. (based on 4 days/week, following the morning ARC 4K schedule)
- Lead a religion course for up to 10 students from 11:45 a.m. -12:00 p.m. (based on ARC 4K class schedule)
- Oversee all center licensure and code compliance issues along with the Children & Families Director
- Identify, select, and modify resources to meet the needs of students with varying backgrounds, learning styles, and special needs
- Communicate with children and parents in a professional and effective manner
- Demonstrate progress in student performance, documenting skills on the district-wide report
- Collaborate with the site director to reach parent contact hours, offering programs outside of class time as needed
- Maintain classroom in an orderly and clean fashion, including vacuuming or other daily cleaning as needed
- Update all necessary student records accurately and completely as required by laws, center policies, and school regulations
- Update the congregation quarterly on activities, etc of the program (through our monthly church newsletter for example)
- Provide lesson plans weekly to the Children & Families Director
- Keep clear communication with the Children & Families Director on budget items, days off, and continuing education/training.
- Follow and enforce all center policies
- Attend all district-required teacher meetings and trainings, including monthly meetings with all Waupun Area School District 4K teachers and in service opportunities.

Terms:

- 1 school-year contract (approximately July 1st through June 30th)
- 1 personal/3 sick days
- Continuing education/training based on mutual agreement