

BREATH OF LIFE CHRISTIAN CENTER
3795 FRAYSER RALEIGH ROAD
MEMPHIS, TENNESSEE 38128

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Position:	Teacher	Department:	Preschool
Job Status:	Full Time	Category:	Non-Exempt

PURPOSE: To assist the daycare department in providing quality service to parents and children attending the preschool.

QUALIFICATIONS:

- Christian of good moral character whose lifestyle supports the vision of BOLCC
- Previous experience working with children 6 weeks to 5 years old
- Experience or training in early childhood education preferred
- Good social and communication skills
- Favorable background check

SKILLS: Supervisory, flexible, organized, good communication skills including proper grammar and speech, good listener, quick learner, initiative, discretion

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- Supervise children in the classroom at all times
- Implement age appropriate program for the class in accordance with the educational and spiritual policies and philosophy of the school
- Gear program to the needs of children considering interest and pace of learning
- Provide nurturing environment and teach age appropriate development skills
- Present learning activities and materials to children in an understandable language
- Create fun learning environment to explain class lessons
- Promote positive behavior through modeling and teaching biblical principles
- Maintain positive communication with parents
- Maintain daily roster of attendance, behavior and class participation
- Ensure children are treated with dignity and respect
- Responsible for classroom décor, appearance, arrangement, order and learning environment
- Responsible for keeping classroom, mats, tables, toys and any craft items clean and neat
- Attend staff meetings
- Participate in recommended training programs, conferences, courses and other aspects for professional growth
- Abide by all BOLCC policies and procedures

REPORTS TO: Preschool Director

APPLICATIONS ACCEPTED
In Person: Tuesday - Friday 9am-3pm
AT THE IMC ADMINISTRATIVE OFFICE

Download & print application: [Employment Application](#)
Email Resume to: personnel@bolcc.org
Fax application & resume to: 901-373-9404