



Union UMC Day School

7582 Woodrow Street, Irmo, South Carolina, 29063 #16941

Job description

Position: Teachers and Associate teachers of Union UMC Day School for infants – 4K.

Reports to: Director and Assistant Director of Union UMC Day School

Type of Position: Half Day/School year (2022-2023 schoolyear)

Minimum General Requirements:

- College degree in Early Childhood Education or a related field (AA or higher) required for lead teacher of 3K and 4K.
- College Credentials in Early Childhood Education preferred ex. ECD101 for an associate teacher.
- 6 months experience in a DSS licensed facility required or public school. 1 school year preferred.
- Good general physical health and the endurance to work hours required to fulfill the job requirements.
- Ability to see, hear, speak and move quickly.

General Description:

The teacher is responsible for creating and maintaining a secure, safe, healthy, affectionate, and nurturing learning environment and having quality relationships with adults and students at Union UMC Day School.

Primary Duties and Responsibilities:

- Create a learning environment that allows children to be exposed to a wide range of learning experiences. Three new activities will be added or changed each year.
- Leads submit weekly lesson plans, a monthly parent newsletter, and parent monthly calendar.
- Associates assist with executing lesson plans and activities.
- Be role models for behavior in the classroom and throughout the school.





Union UMC Day School

7582 Woodrow Street, Irmo, South Carolina, 29063 #16941

- Demonstrate compliance with DSS and Union standards in daily classroom procedures.
- Plan/help implement several outdoor activities a year.
- Keep attendance records and contact parents of children who are absent after three days.
- Track students from transition to transition during the school day.
- Discuss with the director and/assistant director any problems with a child's behavior, or problems with parents.
- Encourage parent involvement and participation throughout the year.
- Focus on child interaction and conversations appropriate to age level.
- Send private Instagram updates to parents.
- Keep all areas safe. (Daily visual inspection of all areas utilized, including outlet covers, cleaning supplies, electrical cords, playground equipment, restrooms, etc.)
- Keep a neat, clean and attractive room. Decoration should be developmentally appropriate to the maturity and interests of the students. Displays outside the classroom should be changed monthly. (Wall space will be shared with Sunday school and Day school)
- Be responsible for the supervision of the children at all times by sight and sound.
- Report suspected abuse and neglect of the children to the director.
- Promote good health habits and manners at an appropriate level.
- Post health and safety information in their rooms.
- Required to attend scheduled staff meetings.
- Continue to grow professionally by taking professional workshops/conferences/online classes throughout the year and adhering to DSS standards.
- Show professionalism in leadership and supervisory skills and will act as a team player. This includes keeping an open line of communication with co-workers and keeping them well informed in all aspects of daily activities. Teachers will communicate effectively and share classroom responsibilities with the assigned associate teacher.
- Keep current with information and new trends in early childhood development.
- Be familiar with and follow all Day school policies set forth by the church.
- Follow absence reporting policies.





Union UMC Day School

7582 Woodrow Street, Irmo, South Carolina, 29063 #16941

- Use verbal discretion at all time regarding confidential information involving students and staff members.

Key Relationships:

- All staff members
- Parents of Children
- Volunteers for Day School Activities

Note: This job description is not intended to be all-inclusive. Employees may perform other duties as assigned by the Director.

We follow Rich/Lex District 5's school calendar. Time off for Christmas and Spring break is paid as well as any other days off according to the school calendar.

Job Type:

Half-day program: Part-time M-F 8:45-11:45 am. Other hours may be available for lunch bunch or enrichment.

Full day program: 20-40 hours/week year-round depending on center needs.

Pay range: \$11.15 - \$14.25 based on experience and job level.

Benefits:

- Paid time off

Work Location: In person

