



PPCS Part-Time Employee (Teacher) Compensation and Benefits

Position: Part-Time (20hrs/week) **Preschool Teacher**

General Responsibilities: (see Job Description for more information)

Compensation:

\$11,900 – \$13,200 yearly salary range for a “new to PPCS” Employee

- Specific salary determined based on years of qualified experience, education level, and applicable certification.
- August to May (10-month) school year contract
- Pay available in 20 or 24 installments beginning August 15th.

Benefits:

- Time off:
 - Paid Sick Leave: eight (8) days (32 hours) per year. Should additional one-year contracts be offered in the ensuing years, unused sick leave may be allowed to accumulate up to thirty (30) days total (120 hours full-time), to be used for extended illness only.
 - Paid Personal Leave: two (2) days (8 hours) per year not including school holidays. The maximum Paid Personal Leave accrual cap is two (2) days (8 hours) per year. Once the maximum accrual cap has been reached, no additional Paid Personal Leave accrues until some Paid Personal time is used. Any accrued Paid Personal Leave remaining at separation of employment, will be paid on the employee’s final payroll.
- Tuition Discount:
 - Part-time Teacher’s Children:
 - First Year= 50%
 - Second and Third Years= 62.5%
 - Fourth Year and Beyond= 75%
 - A 50% discount applies to Daycare costs
 - A 50% discount applies to grandchildren of the staff member
- Health, Dental and Vision Insurance
 - Must work 30 hours/ week or more for Employee Benefit
- Retirement:
 - The school offers a 403B Retirement plan through Franklin-Templeton. The school does not fund any portion.



Pikes Peak Christian School

JOB DESCRIPTION

GENERAL

Title: Preschool Teacher

Reports to: Preschool and Day Care Director

Contracted by: The school administration for the school year.

Evaluation: Teacher performance will be evaluated in accordance with this job description.

BASIC QUALIFICATIONS & PHYSICAL REQUIREMENTS:

1. Publicly acknowledge having accepted Jesus Christ as Savior and Lord.
2. Must be professionally prepared as a teacher of young children and meet the qualifications of an Early Childhood Teacher determined by the Colorado Department of Human Services.
3. Must be able to use a computer with basic proficiency and willing to learn new technology.
4. Must have CPR, First Aid and Universal Precautions certification or the willingness to obtain it.
5. Must have the ability to see and hear well enough to know where children are at all times in order to ensure children's safety.
6. Must be able to get down in low postures, kneel and stoop to allow physical and visual contact with children.
7. Must be able to stand for long periods and lift 30 pounds on occasion.

PERSONAL

The teacher shall

1. Be a faithful, financially-supporting member of a local church.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
4. Show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
5. Be in whole-hearted agreement with the school's Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
7. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code policy.
8. Respectfully submit and be loyal to established authority.
9. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
10. Notify the administration in writing of any policy he/she is unable to support.

11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her teaching ministry ahead of other jobs or volunteer activities.
13. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
14. Meet everyday stress with emotional stability, objectivity, and optimism.
15. Use acceptable English in written and oral communication. Speak with clear articulation.
16. Make an effort to appreciate and understand the uniqueness of the school community.

PROFESSIONAL

The teacher shall

1. Create a safe, nurturing environment where children can play and learn.
2. Plan, supervise and implement the education program for the class in accordance with the policies, philosophy and mission of Pikes Peak Christian School.
3. Plan activities and lesson plans with the other age-level teachers.
4. Gear activities to the individual needs of the students, with concern for their interests, special talents and individual style and pace of learning.
5. Conduct a daily chapel on a rotating basis with the other age-level teachers.
6. Have a love for children and treat students with dignity and respect.
7. Help students become aware of their role in relation to the group.
8. Maintain individual records of students with information that assesses growth, development and performance.
9. Attend all early morning devotionals and monthly teachers' meetings.
10. Perform daily and weekly housekeeping duties as outlined in the staff handbook. Keeps classroom neat and orderly.
11. Participate in all fundraising events and encourages students and parents to participate.
12. Participate in events planned by the Board, administration and Parent/Teacher Organization.
13. Practice with students for the winter and spring programs in cooperation with the preschool music teacher.
14. Participate in recommended training programs, conferences, courses and other aspects of professional growth. Obtains at least fifteen hours of professional training each school year.
15. Conduct at least two parent conferences on the students' social, academic and emotional progress.
16. Plan and implement methods of establishing positive relationships with parents.
17. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
18. Keep proper discipline in the classroom and on the school premises for a good learning environment.
19. Maintain a clean, attractive, well-organized classroom.
20. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
21. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.



22. Know the procedures for dealing with issues of an emergency nature.
23. Inform the administration in a timely manner if unable to fulfill any duty assigned.
Prepare adequate information and materials for a substitute teacher.

24. Supervise extra-curricular activities, organizations, and outings as assigned.
25. Perform any other duties that may be assigned by the administration.

PURPOSEFUL

The teacher shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.