Job Title: Early Childhood Center PreK Teacher
Department: Early Childhood Center (Infants – Kinder Bridge)
Supervisor: Early Childhood Center Director
FLSA Status: Exempt
Term: 12 Month (August 1st through July 31st)

Summary

The New Braunfels Christian Academy Early Childhood Center Specials Aide is part of a dynamic team dedicated to providing students with exceptional, Christ-centered care and early learning experiences that reflect our mission, core values, and commitment to serving for the glory of God. The Specials Aide teaches and implements the specials curriculum for children in the Twos through Kinder Bridge classes, including PE, Art, STEM, Library, and Music/Worship.

The Specials Aide plans and leads developmentally appropriate learning experiences that support spiritual, academic, social, emotional, creative, and physical growth. Learning is supported through movement and active play, hands-on creating and building, exploration of God's creation, read-alouds and early literacy experiences, music, worship, and meaningful interactions within a Christ-centered environment.

This position requires an individual who is a mature Christian who loves working with young children. He or she should be warm, patient, energetic, creative, flexible, and dependable, with a servant-hearted attitude and a willingness to support the Early Childhood Center in all areas. The Specials Aide is committed to building strong relationships with students across every class, partnering with classroom teachers, and creating joyful, developmentally appropriate learning experiences that reflect Christ's love.

Required Christian Qualities

- Is a born again Christian and has made a profession of faith of Jesus Christ as Savior and Lord.
- Believes the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
- Accepts without reservation and lives by the school's Statement of Faith and Statement on Marriage, Gender, and Sexuality as a condition of employment and continued employment in this ministry.
- Manifests by daily example the highest Christian virtue serving as a Christian role model both in and out of school.
- Glorifies God by partnering with parents within a Christ-centered community to instill a biblical worldview in students by educating, equipping, and encouraging in faith, excellence, and service.
- Integrates biblical principles and the Christian philosophy of education throughout instruction.
- Faithfully attends and financially supports a local church whose fundamental beliefs are in agreement with the school's Statement of Faith.
- Has the conviction of being called by God to Christian school ministry.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Instruction: Planning and Instruction

- Teaches and implements the Early Childhood Center specials curriculum for students in the Twos through Kinder Bridge classes, including PE, Art, STEM, Library, and Music/Worship.
- Plans developmentally appropriate lessons for each special, aligned with Early Childhood Center curriculum goals and NBCA standards, and adapts each lesson to the ages and abilities of every class from Twos through Kinder Bridge.
- **PE:** Leads movement and gross motor activities that build coordination, balance, body awareness, listening and following directions, teamwork, and good sportsmanship, both indoors and outdoors.
- **Art:** Provides hands-on, process-focused art experiences that build fine motor skills, creativity, and self-expression using a variety of age-appropriate materials and techniques, celebrating God as the Creator.
- **STEM:** Leads hands-on exploration, simple experiments, building, sorting, patterning, and problem-solving activities that nurture curiosity, questioning, and wonder at God's creation.

- **Library:** Leads read-alouds and story times that build a love of books, listening skills, vocabulary, and early literacy, and teaches book care and library routines.
- **Music/Worship:** Leads songs, praise and worship, rhythm, movement, and simple instruments; teaches scripture songs and supports chapel, worship, and special programs as directed.
- Integrates biblical truths, prayer, scripture memory, and worship throughout every special.
- Prepares and organizes instructional materials, supplies, equipment, and learning spaces for each special, including the play area, art supplies, STEM materials, library books, and music instruments.
- Coordinates the specials schedule with classroom teachers and the Early Childhood Center Director, and leads smooth transitions to and from specials.
- Partners with classroom teachers to support the developmental and behavioral needs of individual students.
- Assists with classroom routines, outdoor play, meals, rest time, and restroom routines when not teaching specials, as assigned.
- Assists in maintaining the organization, cleanliness, and readiness of specials spaces and materials throughout the day.

Caregiving Responsibilities

- Assists students with age-appropriate self-care routines including toileting, handwashing, meals, snacks, rest time, and hygiene routines.
- Provides support during restroom accidents and assists with changing clothes or limited toileting support when needed.
- Maintains cleanliness and sanitation of specials materials, equipment, tables, toys, and shared spaces according to school and licensing standards.
- Supports student health and safety procedures including supervision, sanitation, and emergency preparedness expectations.
- Maintains accurate and timely records related to specials routines as directed by administration.

Assessment:

- Observes and documents student growth in the specials areas, including motor development, fine motor skills, creativity, early literacy, music, and problem solving.
- Maintains student work samples, art portfolios, and specials documentation as directed by administration.
- Shares relevant student observations with classroom teachers to support student growth and classroom planning.
- Supports communication with families through art displays, performances, classroom events, arrival, and dismissal as directed by the Early Childhood Center Director.

Learning Environment:

- Maintains safe, nurturing, organized, and engaging specials spaces that support learning, exploration, and positive relationships.
- Establishes consistent specials routines, clear expectations, and smooth transitions that promote emotional security and independence.
- Guides student behavior through redirection, modeling, encouragement, and relationship-building aligned with the school's philosophy.
- Demonstrates Christ-like love, patience, kindness, and consistency in all interactions with students.
- Supports the integration of biblical principles through prayer, worship, Bible stories, scripture memory, and loving daily interactions.
- Supervises students carefully during specials, transitions, and outdoor activities to ensure safety and compliance with school and licensing expectations.

School Expected Responsibilities:

- Creates a safe, nurturing, and engaging learning environment that promotes exploration, security, and positive relationships.
- Establishes consistent routines and gentle guidance that support emotional security, self-regulation, and early independence.

- Supports a developmentally appropriate approach to behavior guidance focused on redirection, modeling, and relationship-building.
- Works collaboratively with administration, faculty, and families to support the mission and vision of NBCA and the Early Childhood Center.
- Intentionally integrates biblical principles through loving interactions, prayer, scripture, worship, and daily learning experiences.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must pass a criminal background check.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology - Demonstrates required skills; adapts to new technologies; proficient computer skills with the ability to integrate technology into curriculum to design interactive and engaging lessons; proficient computer skills in Microsoft Office, PowerPoint, Excel, Outlook, and Internet); must be able to effectively use the school's academic database.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional student or parent situations; responds promptly to student needs; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; works actively to resolve conflicts.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and lesson plans. Ability to effectively present information and respond to questions from groups of students, parents, administrators, and the general public.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others.
- Conflict Resolution – Follows the Matthew 18 principle in dealing with conflict; encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Cost Consciousness - Works within approved budget; conserves organizational resources.
- Diversity - Promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals, values, and mission.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Achievement Focus - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Personal Appearance - Dresses appropriately for position that is a Christian role model of modesty; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at class, meetings, and appointments on time.

- Dependability - Follows instructions; informs administration in a timely manner if unable to fulfill any assigned duty; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.
- Judgement - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; sets measurable goals and objectives.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly; knows procedures for issues of an emergency nature.

Education and/or Experience

1-2 years of experience working with young children preferred.

Certificates, Licenses, Registrations

Current Teacher Certification from Association of Christian Schools International (must obtain within first year of employment). Kinder Bridge must hold state certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physical Requirements to Fulfill the Essential Function of this Job

- Must be able to lift, carry, and assist children and classroom materials up to 40 pounds as needed.
- Teachers are responsible for safely organizing and supervising students during transitions, including arrival, dismissal, and movement throughout the campus. This includes accompanying students to and from designated pick-up areas and maintaining active supervision until each child is safely released to an authorized adult.
- Must be able to remain actively engaged with students both indoors and outdoors for extended periods, including standing, walking, bending, kneeling, and sitting on the floor.
- Must be able to prepare and maintain classroom environments, including writing legibly on whiteboards and creating bulletin boards and displays typically between 4–7 feet in height.
- Must have sufficient speech, hearing, and vision to effectively supervise, instruct, and interact with young children in a variety of settings.
- Must be able to demonstrate lesson concepts using a variety of methods, including visual displays, storytelling, music, movement, and hands-on materials.
- Must be able to accurately maintain student records, complete developmental assessments, and communicate clearly and professionally with parents in both written and verbal formats.
- Must be able to respond quickly and appropriately in emergency situations, including summoning assistance and ensuring the safety of all students in the classroom, playground, or other school environments.
- Full-time teachers are required to be present during scheduled hours as determined by school administration. Teachers may also be required to attend meetings, school events, and professional responsibilities outside of regular school hours, including occasional evenings or weekends.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually loud.