

SAINT PAUL LUTHERAN CHURCH
250 TRINITY ROAD, YORK PA. 17408

TEACHER of 4's FOR CENTER FOR YOUNG CHILDREN CONTRACT

Effective on _____, and until termination of this agreement as hereinafter provided, _____ shall act as Teacher of the 4 year old class of the Saint Paul Lutheran Church Center for Young Children, 250 Trinity Road, York, Pa 17408

The above-named person shall perform the following duties and responsibilities:

1. Be responsible for understanding and adhering to the terms of the job description for Teacher for the Center for Young Children.
2. Be responsible for understanding and adhering to the Philosophy of the Center for Young Children.
3. Be responsible for understanding and adhering to the Covenant for Christian Leaders.
4. It is understood by both the employer and the employee that the employee shall be granted five (5) sick/personal days leave with the employee responsible for contacting the Director of the Center for Young Children.
5. It is agreed by the parties hereto, that this contract shall continue in force for one year, with the right of the employer to increase compensation over the compensation herein stated, as may be deemed advisable, and that this contract shall be terminated only upon written resignation by the employee presented to the employer thirty (30) calendar days before its effective date, or upon official written notice presented by the employer to the employee.

In consideration of the foregoing, Saint Paul Lutheran Church shall agree to the following obligations and responsibilities:

1. A salary of \$20,700 per year shall be provided, payable the 15th and 30th of each month August 16 through May 31, less the proper deductions required by law, and reviewed annually in order to consider adjustment due to the cost of living, merit, and longevity, and/or reflection of additional duties.
2. In the event of prolonged illness and after all leave has been used in a calendar year, the employer shall not be obligated for further compensation until and unless the employee returns to a normal work schedule.
3. A performance review will be conducted annually.

Signature of Council President

Signature of Employee

Saint Paul Lutheran Church

Date _____

Date _____

JOB DESCRIPTION TITLE: TEACHER of the 4s CENTER FOR YOUNG CHILDREN

REPORTS TO: Director of CYC

Qualifications: The candidate should hold a degree, preferably in Early Childhood Education with at least one year's experience working in an Early Childhood setting.

The candidate should be an active member of a Christian congregation and be supportive of the mission and ministry of Saint Paul Lutheran Church.

Performance Responsibilities:

1. A commitment to the philosophy of the Center for Young Children as described below.
2. To be responsible for lesson plans for the school year.
3. Conduct an educational program for the 4-year-olds that is enriching mentally, spiritually, and physically Monday through Friday 9 am to 2 pm.
4. To arrange for at least one individual parent conference per school year.
5. To keep each child's progress on file for use in a positive way at the individual parent conference.
6. Set up and clean up the 4-year-old classroom at beginning and end of the school year.
7. Meet weekly with the Director and monthly with the staff.
8. Maintain confidentiality.
9. Any and all additional responsibilities necessary for the functioning of the 4-year-old classroom at the Center for Young Children.
10. Maintain positive communication with the parents.
11. School hours for this position are 7 hours per day Monday through Friday Attendance will be expected at other CYC events throughout the year, including but not limited to: Back to School Nights, Holiday events, Graduation ceremony, and CYC Sunday.
12. The Teacher will keep all required certifications up to date: CPR and First Aid bi-annually and criminal background clearances tri-annually. (All costs related to certifications are paid by Saint Paul Lutheran Church.)

Philosophy: Saint Paul Lutheran Church Trinity Road **C**enter for **Y**oung **C**hildren (CYC) is a nurturing *Christian* preschool open to the public. The preschool program is based on developmentally appropriate practices for three- and four-year-old children. Academics focus on preparing children for school success and lifelong learning. Children are given opportunities for developing skills to become capable, caring contributors to their family and community. The **C**enter for **Y**oung **C**hildren is a safe and loving environment where children will experience an enriching Christian based curriculum that fosters spiritual, emotional, physical, and academic development.