

## 2019-2020 Teacher Employment Covenant

As a Teacher, I accept the following responsibilities:

1. To be accountable to the Preschool Director and Age Group Coordinator.
2. The teacher will be responsible for the classroom, following the curriculum, and the children assigned to the teacher.
3. Inform my assistant weekly and daily of our schedule, plans and needs for the week/day.
4. Work with the Director and Coordinators in developing a schedule and curriculum to fit the needs of the children
5. Work in association with the rest of the staff.
6. Work with other teachers and assistants in carpool assignments.
7. **Hold parent conferences on dates determined by Age Group Coordinator.**
8. Write yearly development evaluation of each child. (for official records only)(3's and 4's only, unless directed by Age group coordinator or director)
9. Inform Age Group Coordinator about needed equipment, supplies, and repairs, and turn in resource requisition forms to Resource Coordinator monthly.
10. Inform my Age Group Coordinator of personal leave request. She will have it approved by the Director.
11. Time away request forms need to be approved 2 weeks in advance.
12. Notify Age Group Coordinator as soon as possible if going to be absent because of sickness. Enlist your own substitute, and let the Age Group Coordinator know.
13. Use positive discipline techniques. (Time out, verbal correction, taking away privileges, or sending to the office are acceptable)
14. **Attend monthly age group planning meetings.**
15. **Attend events for professional development**
16. **Help set up and work at school sponsored events such as open house, parent meetings, Art Show/Circus. (preplanning 8/6-8; open house 8/8; Art show/circus 4/24)**
17. **To be at school 30 minutes before children arrive and 30 minutes after children leave to prepare for the next day.**
18. **This covenant is for 1 school year. Renewal depends on the need and past performance.**
19. **Avoid a lifestyle that includes the use of illicit drugs, pornographic material, use of vulgar and profane language, the habitual and indiscriminate use of alcohol, or any activity that would be a stumbling block to others.**

**Employment at will, termination of employment: the teacher shall be considered an employee at will.**

Immediate dismissal will occur in the event improper discipline is used. There will be no spanking or hitting. Time out, verbal correction, taking away privileges, or sending the child to the office are acceptable disciplinary measures.

POSITION ACCEPTING:

Teacher \_\_\_\_\_ Assistant \_\_\_\_\_ Coordinator \_\_\_\_\_ Age Group \_\_\_\_\_ No. of days \_\_\_\_\_

Resource Coord. \_\_\_\_\_ Music teacher \_\_\_\_\_ Holding room \_\_\_\_\_ No. of days \_\_\_\_\_

Hours 8:30 – 12:30

Salary \_\_\_\_\_ per hour \_\_\_\_\_ monthlly

Approved by \_\_\_\_\_ date \_\_\_\_\_

\_\_\_\_\_, director X

\_\_\_\_\_  
DATE