

Job Title: BECA Lead Teacher

BECA – Bethel Early Childhood Academy at Bethel UMC

To apply for this position, please send resume to Lynn Morris, BECA Director at 5252 W. 52nd Street, Indianapolis IN 46254. To call the BECA office, 317-293-1555. Email: beca@bethelumc.info

The Mission of Bethel UMC We are a God-Led, Christ-centered, Spirit-empowered, People-focused, and Praying Church whose mission is to help others find Jesus Christ as their Lord and Savior and to help its members grow in discipleship and love of our Lord.

Summary: This position is responsible for planning, implementing and evaluating curriculum in accordance with the mission, purpose and philosophy of BECA, under the supervision of its Director. This individual should demonstrate a knowledge of and commitment to early childhood developmental education and view this position as a ministry of Bethel UMC promoting the spiritual development of children and families.

Hours: Full time position 35-40 hours/week

Salary: starting at \$13/hr.

Education and/or Experience: Experience in teaching within an early childhood educational program and knowledge of Bethel Church and the policies of the United Methodist Church desired. Bachelor's Degree, or Associates degree in Early Childhood Education or Elementary Ed or CDA preferred. Equivalent experience considered.

Duties and Responsibilities of a BECA Teacher:

1. Provides spiritual guidance to children, families and staff and makes referrals to other resources as necessary. Actively prays for our children in activities and our program.
2. Instructs children in activities designed to promote social, physical, intellectual and spiritual growth.
3. Provides clear objectives through the preparation of lesson plans, units and projects. Effectively communicates these objectives.
4. Collaborates with other teachers and administrators in development, evaluation, and revision of programming as needed.
5. Provides a variety of materials and resources for children to explore, manipulate and use both in learning and imaginative play.
6. Adapts teaching methods and instructional materials to meet students' varying needs.
7. Provides instructions to Teacher Assistant(s).
8. Establishes and enforces rules for behavior and procedures for maintaining order.
9. Maintains accurate and complete records. Tracks and evaluates children's performance through the use of established reporting tools.
10. Meets with parents to discuss their children's progress and needs.
11. Provides direction to substitutes and volunteers.
12. Maintains open communication with BECA Director and attends meetings or provides written reports as needed.
13. Be personally accountable to assure the safety and security of the children in your care.