



Dear Friend,

Thank you for considering the Rehoboth Early Childhood Center, a part of Rehoboth Christian School, as a place of employment. Rehoboth is a beautifully diverse community that serves Gallup and the surrounding communities. We believe that each person in each department plays a crucial role in fulfilling the mission of the Rehoboth Early Childhood Center and in the development of our youngest students.

Rehoboth Early Childhood Center offers a warm, accepting atmosphere in which the whole child and their family can grow - emotionally, socially, creatively, intellectually, and physically.

If you think you would like to be part of the Rehoboth Early Childhood Center team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing nsteiger@rcsnm.org

We welcome anyone interested in working with young children regardless of whether you currently hold a degree in early childhood education. To get started in working with us, you will need to be able to pass a background check and fingerprinting but we will guide you through the process. If making a difference in the lives of our youngest students at Rehoboth, we invite you to apply to join our team!

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



Pre – K/Early PreK Lead Teacher *Position Description*

Purpose: PreK/Early PreK Teacher is responsible for providing an effective learning environment that enables students to develop and achieve to their greatest potential.

Report To: PreK Director

Supervise: Educational Assistants, volunteers, college students, and student teachers as assigned.

Terms of Employment: Employed on a 38 week contract with salary and benefits as approved by the Board of Trustees.

Qualifications:

1. Committed to education and Rehoboth Christian School.
2. Experience in Pre K curriculum.
3. Have a Bachelors or Masters degree in Early Childhood or Elementary Education with Early Childhood licensure and licensed to teach in New Mexico.
4. Able to relate well to very young children.
5. Able to use positive discipline that is appropriate for early childhood students.
6. Able to develop rapport and work well with parents.
7. Skilled in planning and implementing developmentally appropriate lessons for students.
8. Congenial; able to give appropriate skilled direction to other staff members under one's supervision in a loving and caring way.
9. Able to use various assessment methods, determine learning problems and prescribe strategies that enable students to succeed in a school setting.
10. Show leadership skills in promoting and growing the early childhood program.

Responsibilities:

1. Provide quality developmentally appropriate instruction to students.
2. Integrate sound values, teachings, and perspectives into all aspects of the instructional program.
3. Give leadership in the development of curriculum.
4. Meet regularly with Early Childhood staff and when appropriate with Rehoboth Staff.
5. Communicate regularly with families, not only when students are having difficulty.
6. Welcome families/community members into the classroom throughout the school year.

7. Plan and carry out family informational and enrichment sessions.
8. Provide feedback to families on student progress.
9. Ensure the Early Childhood program meets state requirements and standards.
10. Responsible for carrying out the policies and procedures as stated in the Pre K handbook.
11. Participate in 24 hours of professional development each school year
12. Plan and execute Home Visits for each family in the program.
13. Complete Meet & Greets with families of incoming students each Spring.
14. Duties as otherwise assigned.

January 2023, Last Updated



General Summary of Employee Benefits

Contract Length - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

Salary Range - Full-time teacher with Bachelor's and Master's, \$32,896 to \$58,166 per year.

Hourly Pay Range - From \$12.00 to \$20.00, depending on job and qualifications.

Insurances - The school and employee share in the cost of health and other insurances.

403B – The school will match up to 5% of contributions.

Staff Tuition Discount – Discount of up to \$1,600 per student based on number of contracted hours per year.

For Teachers:

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break,
- Christmas break, Spring break, & Summer break.

For Non-Teaching Staff:

Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

Teacher Loan Forgiveness:

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.

Housing:

Limited staff housing is available for rent on campus

For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org