



Early Childhood Part-Time Teacher Job Description **Hollister Presbyterian Cooperative Preschool** (May 2026)

Primary Function:

Early Childhood Teacher, working under the supervision of the Director, is responsible for providing supervision of their preschool classroom and implementing developmentally appropriate curriculum.

Minimum Education & Requirements:

- Qualified as an Early Childhood Teacher through the State of California, with a minimum 24 college level.
- ECE units (consisting of the core classes, i.e.; Child/Human Growth and Development, Child, Family and Community, Programs and Curriculum, Health Safety & Nutrition), AND 16 General Education units,(one in each of the four general education categories)
- Clear Criminal Record and Fingerprint Status
- Comfortable interacting with the Director, Board of Directors, and guardians of the student body
- Confessed Christian

The Teacher's Responsibilities shall include, but are not limited to, the following:

Responsibilities to the child:

- Create and maintain well-planned, organized materials and equipment for achievement of educational objectives and exploration of the environment.
- Protect the health and safety of every child at all times, maintaining a daily health record.
- Accept each child with respect and without prejudice or partiality.
- Guide the child to develop wholesome emotional, social, and spiritual experiences.
- Maintain the child's feeling of security without a regimented atmosphere.
- The curriculum must meet the emotional, physical, cognitive, and social needs of the individual child and group

Responsibilities to the parents:

- Maintain a friendly, professional relationship with parents.
- Respect all confidential information pertaining to the child and/or parents including any/all social media (i.e; no faces in pictures, etc)
- Recognize that good rapport between the home and the school is an important factor in the effectiveness of the school's program.

Responsibilities to the school and profession:

- Plan curriculum and prepare classroom environment.
- Attend all required meetings as stated in the contract.
- Be at school prepared for instruction, in accordance with contract.
- Continue to pursue professional growth.
- Respect the school professionally to the community.
- Be a team player; flexible and willing to compromise and share ideas and network with co-workers.
- Attend the following meetings / events –
 - Preschool Sundays – four paid hours
 - Board Meetings – twelve paid hours
 - Staff Meetings –four paid hours
 - In-service– two days/nine paid hours
 - Orientation– two paid hours
- Be at school prepared for instruction 8:20am- 12:50pm
- 8:20am to 9:00am daily is morning prep time / 12pm-12:50pm daily is afternoon prep time
Total paid hours includes the above listed hours, summer five days, and the holidays stated below.
Holidays included: Labor Day (1 day), Veteran's Day (1 day), Thanksgiving (1 week), Christmas / New Year's (3 weeks), MLK Day (1 day), Presidents Week (1 week), Easter Week (1 week)
Also included – five summer prep days prior to school start date. Contracts commence prior to the start of school on August 24, 2026 and end on May 21, 2027

Summer hours:

Summer school is optional & will be paid at an additional flat rate not included in this contract.

TEACHER SALARY to be determined: \$20.00-\$24.00 per hour.

TO BE PAID OVER 40 Weeks commencing 8/24/26 and ending 5/21/2027.

Leave:

Permanent employees are entitled to paid sick leave under California State Law. New employees may use sick pay after a 90 day period. Sick time shall be set at 40 hours and cannot be cashed out or transferred to the following fiscal year.

Disclaimer:

All Contracts are subject to adequate enrollment.

All contracts may be terminated at any time based on hiring policies or procedures as stated in Hollister Presbyterian Preschool Teacher Handbook or failure to comply with signed contract in any way.

Contract Term:

This agreement entered into by the Hollister Presbyterian Cooperative Preschool and employer and employee, respectively, shall be a one year contract; beginning with the pay period of August 24, 2026 and continuing through the school year May 21, 2027. This contract is subject to the bylaws and policies of the preschool, the teacher handbook, preschool salary schedule and the terms above.

Applicant for the Hollister Presbyterian Cooperative Preschool

Part Time Teacher Position 2026-2027

The Hollister Presbyterian Cooperative Preschool seeks a part time teacher who is a faithful Christian who desires to teach at a preschool that has been thriving for 63 years in our community. The preschool desires a teacher who will support the mission statement of a Christ-centered program, which incorporates the state standards through a natural, interactive learning environment that helps to shape the whole child. The teacher must be willing to work in collaboration with Christ Fellowship Church and a parent board to support children learning through their play experiences (both structured and unstructured), develop according to their own individual needs and interests, and understand that each child is uniquely created by a loving God with their own special gifts.

Application Packet needs to include the following:

- Resume
- Letter of introduction
- Minimum 24 college level ECE units (consisting of core classes i.e: Child/Human Growth and Development, Child, Family and Community, Programs and Curriculum, Health Safety & Nutrition) and 16 General Education units (one in each of the four general education categories..)
 - Transcript
- Current CPR/First Aid infant/child/adult, AED card/certificate with EMSA endorsement
- Letters of recommendations are encouraged.
- Tdap Vaccine and MMR Vaccine and Flu Shot or Flu waiver
- Current TB

Submit application and documents to

Christ Fellowship Church
2066 San Benito St, Hollister, CA 95023
christfellowship831@gmail.com
For inquiries call the office at (831) 637-4350

