



PERSONNEL POSITION DESCRIPTION

Purcellville Baptist Preschool Teacher

Purpose + Function

Provide instructional support to the Purcellville Baptist Preschool Ministry (PBP), by teaching from the selected curriculum, overseeing classroom management, and developing relationships with the co-teacher, students, and families.

Reporting Relationships

Reports to the Purcellville Baptist Preschool Director

Specific Responsibilities

- Keep children safe in all areas of the church.
- Ensure PBC's Child Protection Policy.
- Work hours are 9am-2pm.
- Coordinate with co-teacher (2 co-teachers per room) to plan out the lessons
 - Theme with
 - Alphabetical letter
 - Color
 - Shape
- Prep crafts that need to be cut out, or whatever else the Purcellville Baptist Preschool Assistant is not able to get to.
- Work within the set schedule for playtime
- Communicate with parents via preschool database (Brightwheel)

Requirements

- Must be a professing believer in Jesus Christ.
- Must be 18 years old or older.
- Must have a loving and pleasant personality, with preference given to a parent of an PBP student, but not necessary.
- Must pass a background and fingerprint check, along with PBC's CPP.
- Has never been convicted of or subject of pending charges of any crime in Virginia or outside of Virginia.



- Has never been the subject of a founded complaint of child abuse or neglect in Virginia or outside of Virginia.
- Must be able to recognize the signs of child abuse and neglect.
- Must be able to perform duties per a doctor's note.
- Experience in a previous preschool a plus, but not necessary.

Salary Structure + Benefits

- Position is Non-Exempt for labor management purposes
- No Benefits

Revised 11/20/2025