

PRESCHOOL TEACHER AGREEMENT 2023 / 2024

The following are the terms and agreement for employment as a teacher for the Zion Christian Preschool.

- A. Abide by and agree with the Philosophy and Purpose of Zion Christian Preschool as stated in the preschool handbook.
- B. Understand that the Director of Christian Education and the Board of Christian Education oversees the program.
- C. Understand that the school must be self-sustaining and must operate within the budget.
- D. Requirements of employment:
 - Have a current Illinois teacher certification.
 - Undergo a background check.
- E. Wages and Hours worked:
 - Class sizes not to exceed 18 students.
 - The M-W-F class meets from 8:15 am to 11:15 am (hours will be 8:00 am to 11:30 am).
 - Paychecks are issued bi-monthly over a 9-month period, Sept-May.
 - Total Pay is 67% of the tuition received = $.67 * \$200$ per child per month * the number of children (hopefully 18).
- F. MCS District 160 School Scheduled days off, and Paid Time Off (PTO):
 - M, W & F scheduled days off - Oct. 9th, Nov. 1st, 10th, 22nd, 24th, Dec. 22nd, 25th, 27th, 29th, Jan. 1st, 15th, Feb. 19th, March 29th, April 1st.
 - Paid Time Off (PTO) allowed is 5 days per school year.
 - For additional time taken off your pay will be deducted for the # of days missed over the allowed days.
 - A substitute teacher will be obtained and paid at the rate of \$60 per class day for each class missed.

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G. Responsibilities:

- Conducting daily class time activities that include: Circle time, Learning Center activities, Chapel/Bible time, snacks, and gross motor activities.
- Scheduling field trips and arranging for transportation.
- Creating and producing a weekly newsletter for parents.
- Holding Parent/Teacher conferences each spring as well as when necessary or upon request of parents.
- Plan and attend the annual Open House to meet new students and their parents. This is held each August.

A yearly evaluation will be conducted by the Director of Christian Education and/or the Board of Christian Education.

Please sign and print.

Sheila Peters Sheila Peters
Teacher

9-8-23
Date

Darrell Weber Darrell Weber
Director of Christian Education

9-11-23
Date

John Pellum
Council President

9/11/23
Date