



Fort Caroline Baptist Academy

Preschool Lead Teacher – Two-Year-old (2+ years' Experience, Part-time)

Are you interested in making a difference in the lives of young children? FCBA is looking for a patient, compassionate preschool teacher who has experience working with children ages 2-3 years old. The Lead Teacher will coordinate developmentally appropriate activities that encourage healthy physical, social, and emotional development for students.

Responsibilities:

- 🍏 Plan, prepare and execute daily lesson plans using the approved curriculum
- 🍏 Foster a classroom environment of safety, respect, and exploration
- 🍏 Perform daily cleaning routines to keep facility sanitary and safe
- 🍏 Help potty train children who are ready
- 🍏 Keep parents and families updated on their student's daily activities and progress

Requirements:

- 🍏 Associates or Bachelor's Degree or CDA, CDAE or FCCPC Certification
- 🍏 2+ years of experience working in child development or a related field
- 🍏 Ability to work creatively and flexibly

Preferred Qualifications:

- 🍏 Completed 45 hours of Department of Children and Families training
- 🍏 CPR and First Aid Certification
- 🍏 Experience working in a play-based environment
- 🍏 Bilingual in Spanish

Why you'll love working at FCBA:

At FCBA, our mission is to show the love of Jesus Christ to preschoolers and their families, both those in our church and in our surrounding community. We are passionate about creating a nurturing, caring environment where all children can thrive.

We are also committed to the well-being and growth of our teaching staff. We are proud to offer free extended day to all staff as well as regular professional development opportunities.

How to apply:

Send a cover letter, résumé, and credentials to academy@fbcjax.com with the subject line

"Two's Lead Preschool Teacher"



Fort Caroline Baptist Academy

Preschool Lead Teacher – VPK (2+ years' Experience, Part-time)

Are you interested in making a difference in the lives of young children? FCBA is looking for an intentionally fun, educational, and inspirational preschool teacher who has experience working with children ages 4-5 years old. The Lead Teacher will coordinate an active, positive, affirming and healthy safe environment for four-year-old children.

Responsibilities:

- 🍏 Plan, prepare and execute daily lesson plans using the approved curriculum
- 🍏 Create a classroom environment that stimulates learning and exploration
- 🍏 Clean and organize classroom daily
- 🍏 Instill a love of learning in every child, every day
- 🍏 Maintain accurate progress records on students and keep parents and families updated on their student's daily activities and progress

Requirements:

- 🍏 Associates or Bachelor's Degree or CDA, CDAE or FCCPC Certification
- 🍏 2+ years of experience working in child development or a related field
- 🍏 Ability to work creatively and flexibly

Preferred Qualifications:

- 🍏 Completed 45 hours of Department of Children and Families training
- 🍏 CPR and First Aid Certification
- 🍏 Experience working in a play-based environment
- 🍏 Bilingual in Spanish

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How to apply:

Send a cover letter, résumé, and credentials to academy@fbcjax.com with the subject line

"VPK Lead Preschool Teacher"



Fort Caroline Baptist Academy

Preschool General Assistant/Floater (No Experience, Part-time)

Are you interested in making a difference in the lives of young children? FCBA is looking for an intentionally fun, detail oriented, and self-motivated General Assistant who has the desire to work in a fun and active environment.

Responsibilities:

- 🍏 Purchase and prepare snacks for all students
- 🍏 Maintain a clean pantry area that will pass all inspections
- 🍏 Clean and organize playgrounds daily
- 🍏 Help with arrival and dismissal as well as any special activities
- 🍏 Maintain a clean and organized resource room and notify Assistant Director of any supply needs

Requirements:

- 🍏 High school diploma
- 🍏 Level 2 background screening
- 🍏 Ability to work creatively and flexibly

Preferred Qualifications:

- 🍏 Completed 45 hours of Department of Children and Families training
- 🍏 CPR and First Aid Certification
- 🍏 Phone skills
- 🍏 Computer Skills

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"General Assistant/Floater"



Fort Caroline Baptist Academy

Assistant Director (Experience Required, Full-Time)

Are you interested in a fast-paced work environment that requires you to think on your feet? FCBA is looking for a detail-oriented person with the ability to communicate and adapt to a constantly changing environment.

Responsibilities:

- 🍏 Assist in the day-to-day operations of the Academy by monitoring the facility, ensuring that it is a safe and healthy place for children, and adhere to proper state codes
- 🍏 Ensure all children have proper paperwork on file including their medical records, allergies, details of any medical conditions they have and authorization from the parents stating who can pick the child up from the facility
- 🍏 Track budget for the facility, submit payroll and purchase necessary supplies.
- 🍏 All bookkeeping (accounts payable & receivable)

Requirements:

- 🍏 Associate or Bachelor's Degree in Early Childhood or equivalent field
- 🍏 2+ years of experience working in child development or a related field
- 🍏 Ability to motivate people to high levels of performance, communicate well, meet the public in a mature and pleasant manner, be tactful, and perform duties with little direct supervision
- 🍏 Use a computer effectively

Preferred Qualifications:

- 🍏 Florida Director's Credential (Can be obtained through FSCJ)
- 🍏 Completed 45 hours of Department of Children and families training
- 🍏 CPR and First Aid Certification
- 🍏 Experience working in a play-based environment
- 🍏 Bilingual in Spanish

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How to apply:

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"Assistant Director"

11428 McCormick Road – Jacksonville, Florida 32225 – 904-642-3210
A half-day school year program located in East Arlington.