

# **Position for Lead Preschool Teacher**

## **JOB DESCRIPTION**

A teacher has the responsibility for planning and conducting a daily program of learning activities for a group of children in accordance with the preschool's policies, philosophies, and in accordance with the Minnesota Early Childhood Indicators of Progress (ECIPs).

## **ACCOUNTABILITY**

A preschool teacher is directly accountable to the Preschool Director and indirectly accountable to the Principal and Board of Education. This aide must help carry out the school's mission to make known the **LOVE** of Christ by **WORD** and **DEED** within our **CHURCH**, **COMMUNITY**, and **WORLD**.

## **QUALIFICATIONS**

- Be professionally prepared as a teacher of young children, especially in the field of early childhood education or development and/or its equivalent.
- Meet the requirements for a teacher as set forth by the Department of Human Services (DHS) / Department of Children Youth and Family Services (CYFS) and Rule 3 for the State of Minnesota.
- Successfully complete CPR and first aid training, and all other courses required by the DHS / CYFS.
- Have experience working with preschool-aged children.
- Pass the Net Study Background Check processed by DHS.

## **RESPONSIBILITIES:**

In regard to the children:

- Develop relationships with each child by being actively involved with and encouraging the children throughout daily activities.
- Allow child age-appropriate independence.
- Use Christian disciplinary methods, using Law and Gospel appropriately.
- Communicate effectively and appropriately with children
- Give full attention to the class and be responsible for the safety and physical welfare of the children, never leaving them unsupervised.
- Maintain confidentiality.
- Maintain current and accurate evaluation and anecdotal records by observing and recording the emotional, physical, social, spiritual, and intellectual development of each child.

In regard to the parents:

- Establish and maintain good relationships with parents through meetings, informal and formal conferences, emails, etc. Be willing to help answer or research questions or problems that parents may have on the child's learning and developmental needs.
- Assist in conferences with parents twice a year, communicating professional observations about their child.
- Attend parent meetings, orientation, and family events.

In regards to other staff:

- Work together as a team with all other personnel of the school.
- Communicate regularly with the Director regarding concerns within the preschool, as well as information regarding parents, children and staff.
- Participate in faculty meetings, workshops, devotions, Bible studies, staff development, curriculum studies, and other required sessions as requested.
- Work with the Director on special programs, i.e., Christmas programs, Concerts, and other special events.
- Inform the Director of any student incidents, behavioral, illness, or injury.

In regard to licensing standards:

- Assist with preparations for licensing.
- Completed all required paperwork with regards to accident logs, medication administration, and separation logs.
- Maintain children's records as requested by the Director.
- Know and follow all Minnesota State DHS Rule 3 licensing regulations and guidelines.

In regard to teaching responsibilities:

- Teach faithfully the Word of God as understood and taught by the LCMS.
- Prepare daily lesson plans in connection to both the theme and the ECIPs.
- Design and implement a developmentally appropriate curriculum to meet the physical and intellectual needs of each child within the group.
- Prepare new and interesting educational materials appropriate for the children in the room.
- Provide daily activities to develop a positive self-concept and Christian faith for each child.
- Plan and coordinate field trips, special visitors, and other events to enhance the curriculum.
- Make use of preschool resources and bring in outside resources for children.
- Be in attendance at King of Kings Lutheran Church when the class is singing in worship.
- Keep up to date of new and changing philosophies and ideas in Early Childhood Education by maintaining a program of professional growth.

In regard to the environment:

- Create a positive learning, healthy, and safe classroom environment through the orderly arrangement, appearance, and maintenance of the room.
- Make sure all supplies and equipment are returned to their proper storage place at the end of the day.
- Clean and sanitize tables and countertops at the end of the day.
- Help with cleaning and sanitizing toys and equipment as needed.
- Perform daily inspection checks and report all broken toys and equipment to the Director.

Professionalism:

- Attend the Minnesota South District (LCMS) conferences.
- Attend staff meetings, orientation, and parent meetings.
- Complete the appropriate number of hours of in-service training required annually by DHS / CYFS.
- Maintain a current CPR and first aid certification.
- Abstain from making personal phone calls or texting during work hours.
- Maintain a good appearance with dress following our dress code.

Miscellaneous:

- Be a positive role model for children, parents, and other staff by following all policies and procedures as outlined in the health and safety policies, accident and emergency policies, behavior guidance policies, staff handbook, and parent handbook.
- Maintain flexibility in responding to unusual situations.
- Promote the school to the congregation and community.
- Assist in preparation and emailing out newsletters.
- Be prepared with Lesson plans for the following week.

Personal:

- Exemplify the Christian faith and life, serving as a role model to parents, faculty, staff, members of the congregation, and the community at large. (1 Timothy 4:12)
- Follow the spirit of Matthew 5 and 18 to resolve differences.
- Live a Christ-centered life at home and in the community.
- Must practice good digital citizenship through all online, social media, and digital activities (personal and professional, intentional and unintentional).
- Promote the school in a positive manner.
- Being deliberate to integrate within the church and school community.

Please send a cover letter, resume and references to Director [Amanda Adkins](#).