



**Position Title:** Preschool Teacher

**Purpose of Position:** The lead teacher is responsible for providing a safe and developmentally appropriate preschool program under the direction of the Director and in accordance with the Minnesota State laws, rules, and regulations, and with the policies established by the Board of Directors.

**Supervision Received:** Is supervised by the Director

**Supervision Exercised:** To supervise children in their daily routine, indoors and outdoors.

**Qualifications:**

- \* Candidate must be qualified as a teacher according to MN Department of Human Services Rule 3
- \* Demonstrate a mature and growing Christian faith. Have the ability to model and teach the tenants of the Christian faith, specifically the Lutheran Church-Missouri Synod.
- \* Leadership and communication skills
- \* Ability to handle confidential information.
- \* Has not been convicted of behavior involving physical harm to another person and is not a perpetrator of substantiated child abuse.
- \* Desire to work with young children.

**Essential Job Functions:**

- \* Demonstrate professionalism, respect, equity, integrity, and teamwork in all aspects of the job, including dealing with co-workers, parents, children, and visitors
- \* Be fluent in knowledge of Bible Stories, develop lesson plans for the outlined Bible Story curriculum, model Christian faith to students and families
- \* Set up and maintain an age appropriate classroom
- \* Schedule and carry out Fall and Spring Parent Conferences to report about children's progress
- \* Maintain up-to-date developmental records of children in the class
- \* Together with the Director, implement and evaluate the curriculum in accordance with the purpose of the program
  - Lesson Planning- keep a written plan of daily class activities
  - Provide written documentation to meet the needs of students
- \* Provide guidance and direction to aides and volunteers
- \* Be actively involved with the children and provide constant, positive supervision
- \* Responsible for following up with parents and co-workers on accident/conflict/separation reports that need to be completed
- \* Assist in new parent orientation and prepare for new child and family

- \* Responsible for knowing everything that goes on in the classroom from the beginning to the end of the day
- \* Report any suspected abuse immediately to Social Services
- \* Attend staff and parent meetings as needed
- \* Participate in functions of the child care program
- \* Meet all ongoing professional training requirements including annual training, skills, classroom arrangement, etc. as listed in the staff handbook
- \* Be familiar with and comply with Rule 3, Teacher Planning Guide, Health and Safety Manual, OSHA'S Bloodborne Pathogens Handbook and Good Shepherd Preschool Handbook.
- \* Assist in maintaining room appearance, children's lockers, and storage areas (cleanliness, organization, replenishing of supplies, etc.)
- \* Greet all adults who enter the building
- \* Interact in a positive, professional way with co-workers, families, and center visitors
- \* Prepare an informational folder for a substitute in case of absence

**Physical Requirements:**

- \* Ability to lift and carry young children about 30 pounds
- \* Ability to move quickly to intervene in a situation where a child's safety may be in jeopardy
- \* Be able to bend, stoop or kneel to be at child's eye level
- \* Be able to sit on the floor and/or a child-sized chair
- \* Be able to spend time outside at least ½ hour throughout the year
- \* Be able to read and write using standard English

**Salary Range: \$14.00-\$16 .00/hour**

**Benefits: None at this time**