

**Little Ones of Our Savior
Early Childhood Development Center**

Part-time Lead Teacher – Job Description

Mission Statement of Little Ones of Our Savior:

Our mission is to provide children in our community an opportunity to grow in God's grace in a caring environment that promotes the development of their whole being.

The Lead-teacher, in cooperation with the Director, preschool committee, Leadership Team, and church and preschool staff, is responsible for carrying out the mission statement of Little Ones of Our Savior.

We are looking for a Preschool Lead Teacher with experience implementing an active learning curriculum for children in our 2 ½ year old classroom. This position is also responsible for supervising teaching assistants and volunteers.

Job Qualifications:

- Christian by affirmation of faith and example
- Active member of a Lutheran Church – Missouri Synod preferred
- Minimum Associate's Degree in Early Childhood Education or Child Development
- 3-5 years experience teaching in an early childhood program preferred
- Excellent communication skills
- Professional appearance and demeanor
- Trained in first aid and CPR or willing to obtain training
- Willingness to grow both spiritually and professionally

Job Responsibilities:

- Share the gospel with children and their families
- Work with Director to develop and implement curriculum that meets the mission of the school
- Promote all areas of learning including physical, emotional, spiritual, social, and cognitive
- Plan and implement lessons plans (must be approved by Director)
- Follow all personnel guidelines set forth in the staff handbook
- Work with Director and LCFS to evaluate students in relation to their school progress, abilities, and needs
- Plan and carry out parent/teacher conferences twice a year
- Maintain indoor and outdoor areas of school to reflect a Christian environment appropriate and safe for young children
- Maintain positive relationships among students, staff, and families
- Be a positive voice and represent the preschool in a positive light in the community
- Prepare weekly and/or monthly newsletters (all written communication must be approved by the Director).
- Attend preschool fairs, open houses, and other venues with the Director when needed

- Attend staff meetings, fund raisers, and other preschool events and activities requested by the Director (eg. when preschool sings in church)
- Keep abreast of research and new developments in the field of early childhood education
- Participate in professional organizations when possible
- Work with Director on a personal development plan and work towards goals of improvement
- Attend all in-service or off-site training offered by the Director/school
- Know emergency procedures and comply with all state regulated policies
- Keep attendance and developmental records for each student
- Supervise teaching assistants and provide him/her with the direction and guidance needed to do his/her job
- Prepare and serve snacks and/or lunch if needed
- Maintain supplies, materials, equipment, and toys in classroom(s)
- Update bulletin boards, display artwork, etc.
- Cover for other staff during the lunch period
- Other tasks deemed necessary by the Director

Work Schedule: Part-time days. Up to 30 hours per week. This is a year round program.

Hiring is contingent upon a successful medical examination report and favorable TB test as well as a successful background check. Probationary period is ninety days. During this time frame, an evaluation will be conducted to determine suitability for the position.