

Title: Preschool Teacher

9 month contracted position

Supervisor: Early Childhood Director

Required Education, Training and Experience

1. A minimum Associate's degree in child development, early childhood or its equivalent. A Bachelor's degree is preferred.
2. Experience in teaching and working with children
3. Be an active member of a Lutheran Church – Missouri Synod congregation
4. Maintain current pediatric CPR/First Aid training and certification
5. Pass Indiana State Background Check.
6. Pass Expanded Child Protection Index Check conducted through the State of Indiana Department of Child Services

Required Skills:

1. Ability to work well with children and families.
2. To understand and implement the Concordia Publishing House curriculum and its goals in the classroom.
3. A warm, friendly personality.
4. Effective communication skills.
5. Cooperative with staff, children and parents.
6. Dependable and punctual.
7. To work independently.

Desired Skills:

1. Leadership
2. Self-motivation
3. Good organizational skills
4. Musical abilities
5. Spanish speaking skills

Duties of the teacher include, but may not be limited to:

1. Be a Christian example to others by word and action.
2. Implement the Mission and Philosophy of St. Paul Early Childhood Ministry.
3. Maintain positive relationships with all members of the Ministry Staff.
4. Participate in all St. Paul Church functions pertaining to the preschool and kindergarten.
5. Provide for the spiritual, social, emotional, physical, and intellectual needs of children.
6. Create and maintain an atmosphere that encourages self-control, good listening, proper safety practices, good health habits, emotional control and interaction with peers.
7. Provide a safe environment by meeting the state health standards in the classroom and

playground.

8. Provide or delegate oversight during snack time and recess to ensure child safety. 9. Set written age-appropriate goals to be used as a guideline and followed throughout the year; implement the curriculum and state standards into the lessons of the classroom. 10. Be prepared for each day's lessons before the class and have lesson plans readily available in the classroom.

11. Develop, design and maintain classroom appearance, bulletin boards, activity centers etc.

12. Share all teaching supplies and equipment with other staff members.

13. Establish classroom procedures and communicate them to the Teachers Assistants and/or classroom helpers.

14. Follow discipline policies as outlined in the Parent Handbook.

15. Prepare weekly communication for parents.

16. Teach religion to the children using synodically approved religious curricula. 17. Provide time for the Pastor and Director of Christian Education to lead weekly "Jesus Time" and/or Chapel time.

18. Attend scheduled school staff meetings.

19. Conduct home visits with each child in the class prior to the beginning of the school year.

20. Create a confidential portfolio for each student with scheduled student evaluations, observations and progress reports.

21. Conduct parent-teacher conferences twice during the academic year.

22. Arrive no later than 30 minutes before the start of school and remain until all children have been picked up or sent to extended care.

23. Attend workshops, classes, and other continuing educational opportunities yearly to attain specialty documentation and enhance skills and knowledge of early childhood education.

24. Fulfill the teacher requirements of attaining and/or continuing National Lutheran School Accreditation and assisting the Early Childhood Director as needed in the process.

25. Provide budgetary input to the Early Childhood Director regarding the need for supplies and curriculum.

26. Submit all purchase and reimbursement requests to the Early Childhood Director.

27. Perform other tasks and duties that may be assigned by the Early Childhood Director.

Salary and Benefits

Salary and benefits are determined by the Board of Elders based upon the qualifications and experience of the individual selected for this position.