

St. James Lutheran Early Childcare Program

4K Teacher Job Description

GENERAL DESCRIPTION OF DUTIES

Under supervision of the Director of Early Child Care, provide classroom leadership that ensures children's educational and developmental needs are being met and tracked for progress.

EXAMPLES OF ESSENTIAL FUNCTIONS

Providing educational, developmentally appropriate experiences and interactions.

Provide for the educational and developmental needs of the individual child, and the classroom as a whole, according to mandated performance standard and curriculum.

Lead the development and delivery of daily lesson plans based on developmentally appropriate practices, ensuring that children's individual needs are met.

Supervise children's daily activities in a safe, healthy, enriched educational environment.

Maintain appropriate, accurate and confidential records on each child focusing on development and individual goals using assessments, parent and teacher input.

Conduct at least two conferences with child's parent(s)/guardian, to seek insight and/or provide feedback on their child's development.

Implement Biblical knowledge and Christian values into the classroom curriculum and activities on a daily basis.

Provide regular communication with parents in person, through newsletters, Sandbox, phones calls, etc. and maintain documentation of all communication.

Individualize services to meet the needs of each child and family in an appropriate manner, as much as St. James resources allow.

Organize and direct field trips.

Perform related duties as directed.

SPECIAL REQUIREMENTS

Must have an Associates in Early Childhood Education or an Associate Degree in a field related to early childhood education or coursework equivalent to a major relating to early childhood education. Must have a proven positive work record in the field of early childhood/child care.

All candidates will be subject to a caregiver background check.

Must have CPR or First Aid certifications or obtain these certifications within six (6) months of date of hire. Must maintain CPR and First Aid certification during employment.

Must be willing and able to obtain further education within the Early Childhood field.

The classroom environment requires staff to be active and engaged with children, which includes standing, moving about, sitting on the floor, crouching to talk to children at their eye level, etc. Lifting preschool children can result in lifting and/or carrying a child weighing as much as 60 pounds.

BEHAVIORAL EXPECTATIONS

Must be able to work in a Christian relationship with co-workers. Must be able to interact with other areas of the school, child care center and church in a spirit of cooperation and teamwork. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers. Must be able to maintain strict confidentiality.