

## **JOB DESCRIPTION**

**JOB TITLE:**           Preschool Teacher

**JOB CLASS:** Non-Exempt

**REPORTS TO:**       Preschool Director / Teacher

**DATE:** 7-8-08

### **Job Summary:**

Serve Lutheran Church of the Master by instructing, using the approved Christian preschool curriculum of discovery, faith development and exploration with students and their families. The quality of this program should be aimed toward national accreditation standards. To provide leadership to the teacher's assistant and classroom volunteers involved in this ministry.

### **Essential Job Functions:**

1. Maintain the preschool classroom so that it meets or exceeds all Nebraska Preschool Regulations.
2. Delegates and coordinates appropriate assignments to the teaching assistant and classroom volunteers.
3. Follow established developmentally appropriate long-term goals and objectives. Evaluate progress regularly.
4. Follow established short-term educational goals and objectives. Evaluate progress regularly.
5. Plan, implement and teach the Christian developmentally appropriate curriculum that has been selected. Integrate Christian content and educational tools to create a positive Christian learning environment.
6. Provide information as requested for the program and facilities calendar for preschool.
7. Follow the procedures for admission.
8. Follow the guidelines as established in the Parent Handbook.
9. Ensure that your preschool classroom reflects a professional and Christian environment.
10. Attend training programs for staff members including: new staff orientation; in-service programs; continuing education; teaching demonstrations and any other training you are requested to attend by the director.
11. Consult with the preschool director and/or parents on the development and needs of their children on a regular basis.
12. Communicate and promote the preschool to the congregation and community.
13. Attend appropriate meetings concerning preschool as requested by the preschool director.

14. Carry out the church's preschool ministry philosophy.
15. Accountable to the preschool director.
16. Performs other duties as assigned by the senior pastor or preschool director.

**Knowledge, Skills & Abilities:**

1. Bachelor's degree in Education with demonstrated experience, emphasis, licensure or certification in Early Childhood Education or Child Development. Suggested minimum of 2 years teaching experience in a preschool setting.
2. First Aid and CPR training (current certification).
3. Ability to pass Nebraska Licensing Background Screening.

**Education & Experience:**

1. Specific experience should include a Bachelor's degree in Education with demonstrated experience, emphasis, licensure or certification in Early Childhood Education or Child Development. This person should see this position as a call to ministry for preschool age children.

**Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. They do not establish a contract for employment and are subject to change

at the discretion of employer at any time for any reason.