

**Position:** ChildCare/Preschool Teacher

**Purpose:** To provide a warm, nurturing, safe and loving Christian environment where self concepts are enhanced, independence encouraged and individually respected.

**Classification:**

**Exempt/NonExempt:** NonExempt

**Full/Part/Temporary:** Full Note: depends on scheduling and the Center's needs

**Regular/Contract:** Regular

**Called:** No

**Relationship:**

**Staff Supervisor:** Director of Early Childhood

**Board Supervisor:** Board of Education

**Supervises:** Teacher aides and students

**Limits of Authority:**

May take action with limited informing - assign aide responsibilities within program; change a scheduled daily activity; change room arrangement; discipline a child; discuss child's activity with parent.

May take action, but must inform - call parents about a sick child; change weekly lesson plans; whereabouts of class.

Must have prior commitment from Director to - transfer child to another class; prepare a requisition for new equipment and material; take time off; refer parent to outside resources; change shift hours of staff.

**Qualifications:**

**Essential:**

A degree in early childhood or related field to meet the MN Department of Human Services standards.

Required to complete 8 hours of first aid training and 4 - 6 hours of CPR training.

Completed religious courses at a LC-MS College or University or complete Foundations of Faith as offered through Our Savior Lutheran Church.

Ability to relate joyfully and sensitively to children.

Ability to recognize and to record significant individual and group behavior.

Ability to supervise aides.

Good communication skills

**Desirable:**

Previous experience working with children

**Primary Responsibilities:**

1. To offer a program that meets the Christian, emotional, physical, intellectual and social needs of both the individual and the group.
2. To interact with the children and to encourage their involvement in activities.
3. To prepare a warm and safe environment that is orderly, clean and appealing and permits the child to grow and to explore.
4. To plan with the assistant teacher weekly lesson plans based on a curriculum outline.
5. To organize materials and teach weekly planned lessons.
6. Assess child's understanding of weekly units as well as developmental stages.
7. Be responsible for a daily program plan. To post plan in classroom. Director needs to approve the program plan.
8. To establish and maintain good communications with parents through parent conferences twice a year and on a daily informal basis. The content of the parent conferences must include intellectual, physical, social and emotional development. Conferences must be documented in child's record.

9. To supervise and train the aides.
10. To observe, record and report significant individual and group behavior.
11. To use appropriate and positive Christian discipline and to train staff so that discipline is consistent.
12. To maintain all records and files.
13. To keep aides informed of program goals and developments both with children, parents and administration.
14. To attend weekly staff meetings and professional workshops as required by the MN Department of Human Services.
15. To prepare requisitions for new equipment and supplies.
16. Plan field trips with Director's approval.
17. To assist in housekeeping tasks to ensure Center is clean and sanitary.
18. Other duties as assigned by the Director.
19. To adhere to the OSCC Staff Policies, Health Policies and Procedures, Rules and Regulations, and Building Emergency Procedures.
20. Other duties assigned by supervisor.