

Afternoon Lead Teacher

St. John's Early Learning Center

ROLES AND FUNCTION OF AFTERNOON LEAD TEACHER:

- Responsible for planning afternoon activities for combined age groups at the end of the day
- Ensures that the closing checklist is completed daily
- If working during the day as well, serves in the individual classroom as a classroom assistant
- Helps lead teacher carry out lesson plans and activities for a successful, developmentally appropriate program
- Aides teachers in observations/assessments for their students who are present at the end of the day
- Individual must demonstrate a mature Christian witness and responsive caregiving for young children
- Position is a closing position; can be Full-Time or Part-Time, paid hourly

ACCOUNTABILITY:

- Works directly under the supervision of ELC Director and lead teacher
- Works closely with Toddler Team Coordinator for afternoon schedules
- Serves as a team member with all other ELC personnel in developing and implementing an effective total ministry
- Team relationships will be characterized by loyalty, respect, and cooperation in a common purpose and ministry in walking together towards renewed hope and life in Jesus Christ
- Adhere to guidelines of Staff Covenant

REQUIRED QUALIFICATIONS:

- Must be able to pass criminal background check
- Meets ECT qualifications through CDHS Division of Child Care
 - Further preference given to candidates with Large Center Director qualifications through CDHS Division of Child Care
- Educational degree preferred
 - Further preference will be given to candidates with a two- or four-year degree in education—early childhood emphasis or endorsement, child development, or similarly related field
- Must hold a current EC Professional Credential 3.0 of a Level II or higher
 - Further preference given to candidates who hold a current EC Professional Credential 3.0 of a Level III or higher
- Must be twenty-one (21) years of age with a minimum of 2080 hours (equivalent to one year) of verified experience in the care and supervision of four (4) or more children under (6) years of age

- Christian affiliation—all other factors being equal, preference in hiring will be given as follows:
 - Calling an individual on Synod's roster of Commissioned Ministers
 - Contracting an individual who is a member at St. John's Lutheran Church, or is willing to become a member
 - Contracting an individual who is from the community and affiliated with another Christian congregation

RESPONSIBILITIES:

- Strive to follow the Teacher Characteristics outlined in policy 0402-03 as they apply to the ELC staff
- Be responsible for the care and supervision of children in the classroom, indoor play court, on the outdoor playground, and any other areas used with students
- Plan developmentally appropriate and engaging activities for students at the end of the day, once classrooms start to combine
- Responsible for communicating afternoon plans for closing teams on both Preschool/Pre-K and Toddler sides (whether students go outside or remain inside, which classrooms need to combine and when, if teachers need to shift around for coverage, etc.)
- Be physically capable of lifting up to thirty (30) pounds from floor to waist high counter multiple times daily
- Be responsible for some light housekeeping duties including:
 - Vacuuming/sweeping
 - Cleaning tables after meals
 - Cleaning toys and classroom equipment, including diapering tables
- Meet the licensing requirement for fifteen (15) hours of in-service training annually
- Hold current First Aid, Universal Precautions, and CPR Certification
- Attend worship services faithfully
- Demonstrate faith in Jesus to all under his/her direction and care
- Perform other duties as requested by ELC Director

DAYS TO WORK:

- Monday through Friday
- Shift hours for full-time would be 9:00am-5:30pm, with a 30-minute break
- Shift hours for part-time would be 12:00pm or later to 5:30pm

PAY:

- Varies based on education and experience
- Starting pay is \$21.50 per hour