

## **Joyful Mission Preschool Job Description**

**Job Title:** Early Childhood Teacher

**Reports To:** Preschool Director

**FLSA Status:** Non-Exempt Hourly

**Summary:** Teaches a faith based curriculum, basic life skills, and developmentally appropriate education instruction needed for advancement to kindergarten in a nurturing environment by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Plans, supervises, and implements the program for assigned class in accordance with the policies, and philosophy of the school, and approved curriculum.\*
2. Structures the program to the needs of each individual child with concern for his/her interests, abilities, special talents, and individual style, and pace of learning including age appropriate learning centers for children on a rotating basis each month.\*
3. Creates written weekly classroom lesson plans that include daily scheduled opportunities for children to learn and play individually, and in a group setting.\*
4. Makes the classroom lesson plans available to the director and posts the plans outside the classroom for review by parents in a timely fashion.\*
5. Keeps up to date developmental records of children in the class and completes an assessment form on each child three times each school year.\*
6. Maintains a clean, organized, and healthy environment to meet all state of Colorado licensing requirements.\*
7. Ensures ordered arrangement, appearance, décor, and learning environment of the classroom.\*
8. Shares in the responsibility of supervising volunteers.\*
9. Identifies student allergies, needs and develops a care plans, and follow required protocol for both.\*
10. Implements any specific health care plans for children with special needs.\*
11. Attends scheduled staff meetings, training, planning sessions, and school-related functions.\*

\*Essential Function

12. Attends conferences and workshops available for continuing education hours.\*
13. Assists in special events sponsored by the preschool outside of normal classroom hours.\*
14. Coordinates with staff on classroom and lesson planning.\*
15. Supervises and delegates appropriate tasks to the assistant teacher.\*
16. Provides written lesson plans for substitute teachers.\*
17. Creates and distributes a director approved monthly classroom newsletter to parents and distributes to parents.\*
18. Maintains open and honest communication with parents in a timely manner.\*
19. Shares all relevant information with the director.\*
20. Supports the mission and vision of Joy Lutheran Church, Rocky Mountain Synod (RMS), and the Evangelical Lutheran Church in America (ELCA).\*
21. Performs other duties as required by management.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software and internet software.

\*Essential Function

**Education/Experience:**

Bachelor's degree (B. A. / B. S.) from four-year college or university; or state requirements to be an early childhood teacher.

**Specialized Training:**

Participate in a minimum of 15 hours of continuing education per school year

**Certificates and Licenses:**

- Meet the state requirements to be an early childhood teacher
- Hold current certifications in CPR, first aid, and standard precautions
- Obtain certification in medication administration as needed
- Comply with all state required immunization and health requirements

**Knowledge, Skills, and Other Abilities:**

- Strong planning skills
- Strong organizational skills
- Strong oral and written communication skills.
- Ability to work on a team
- Ability to adapt
- Ability to be enthusiastic
- Ability to commit to Joy's mission and vision
- Ability to be flexible and adaptable to change

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands, and arms, stoop, kneel, crouch or crawl, talk or hear, and taste or smell. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 50 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to blood, urine, feces, or mucus.

The noise level in the work environment is usually moderate.