

St. John's Lutheran Church

Four Year Old Preschool Teacher

Job Title: **4 Year Old Preschool Teacher**

FLSA Status: Part Time, Hourly Paid

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Approved By: SJLC HR Team & Preschool Board

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General Purpose of the Job: *A description of the job's primary purpose to the Preschool.*

The Four Year Old Preschool teacher cares for and instructs children between ages 4 and 5 in age-appropriate activities developed to foster competence in all aspects of the self, to learn to live with others, to express one's feelings and to welcome new experiences. Curriculum activities should foster competence in areas of St. John's Preschool's Playing to Learn curriculum which includes Social Skills, Language Skills; Expressive and Receptive, Early Literacy Skills, Early Math Skills, Small and Large Muscle Skills, Self-regulation Skills, Self-help Skills and Classroom Skills. The work schedule is four half days, 20 hours per week.

Essential Duties: *A description of the duties and responsibilities that are critical to the successful performance of the job and the approximant percentage of time required. This list of duties and responsibilities is not intended to be all-inclusive.*

- 1. Plans the daily program** of developmentally appropriate practices for a class of Four Year Old children as the lead teacher with or without a teacher assistant. Uses daily lesson plan form provided by the Preschool and, working with the Director, develops and submits daily lesson plans. Lesson plans are developed using the skills as stated in the Playing to Learn learning objectives. 25%
- 2. Implements the daily program** in accordance with submitted lesson plan. Prepares classrooms for daily class activities including set up and take down. Maintains an accurate daily time schedule. 10%
- 3. If working with a Teacher Assistant,** the Lead teacher will instruct teacher assistant as to the classroom duties as stated on lesson plan. 5%
- 4. Provides a nurturing classroom environment** that is orderly, appealing, and conducive to learning, exploration and growth. Assists children with eating, dressing, diapering and toileting needs as necessary while encouraging independence and self-help skills. 10%
- 5. Considers and provides for the needs of the individual child** in relationship to his/her cultural and socioeconomic background, emotional or physical handicap and individual style and pace of learning. 10%
- 6. Respects the inherent dignity of every child** creating an environment of respect and tolerance in the classroom. 5%

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- 7. **Provides a safe environment** in all rooms and areas used for Preschool. Ensures that children are supervised at all times. Conducts required monthly fire drills, tornado drills and safety drills (shelter in place and exiting building) with children. Maintains familiarity with safety and emergency protocol in and out of the building. 5%
- 8. **Observes and evaluates children** to keep parents informed of program expectations, program activities, and child's progress through regular communication. Prepares November and March student Report of Progress and conducts parent/teacher conferences. Complies with HIPPA confidentiality/privacy laws when speaking with and about all children and families. 10%
- 9. **Maintains a positive professional attitude** at all times. 5%
- 10. **Communicates with the Preschool Director** regarding any concerns (social, emotional, physical, spiritual, or educational) regarding any of the children. 5%

Total percent of time spent on Essential Duties: 90% of time

Marginal / Non-Essential Duties: *List other duties that are performed by this position, but that are not primary functions of the job.*

- 1. **Participates in extracurricular all-school activities** as a paid employee during the school year including but not limited to: August Orientation, Christmas Program and Family Night. These activities may require prep work. 2%
- 2. **Participates in staff, curriculum, and orientation meetings** and complies with all established Preschool administration policies. 2%
- 3. **Completes and files** annual 15 hours of continuing education requirements as mandated by Wisconsin Administrative code 251.05(2)(c)(2). 6%

Total percent of time spent on Non-Essential Duties: 10% of time

Working Relationships: *This indicates the supervision of the Four Year Old Preschool teacher. The Four Year Old teacher reports to the St. John's Lutheran Church Preschool Director and the St. John's Lutheran Church Preschool Board. The teacher does not supervise any other staff but directs the activities of a Preschool Teacher Assistant if one is assigned to his/her class.*

Skill and Knowledge Requirements: *Often referred to as competencies. To perform this job successfully, an individual must be able to perform each essential duty at a fully satisfactory level. List the knowledge, skills and abilities required to perform the essential duties of the job. Indicate the level of skill and knowledge (ie. basic, strong, advanced, etc.) List any particular licenses or certificates if they are required. Also, list the educational background, degree requirement if any, and/or previous experiences that would typically provide a person with this knowledge, skill, and ability.*

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- Must meet State of Wisconsin education requirements for a teacher at DCF 251 Group Child Care Center as found in WI Administrative Code 251.05(1)(f) and the requirement for Shaken Baby Syndrome prevention training, CPR/AED training and a certificate from The Registry.
- Prefer a Bachelor's degree in education with demonstrated experience in early childhood education or must meet State of Wisconsin education requirements for a Child Care Teacher with demonstrated experience in early childhood education.
- Must pass drug screen and criminal record check.
- Must be physically, mentally, and emotionally able to provide responsible care for children, including children with disabilities.
- Must have effective communication, interpersonal, and teamwork skills to interact effectively with supervision, staff, preschool parents, children, visitors, and prospective enrollees.
- Requires skills in use of a computer including use of email, Microsoft programs (Word), and the internet.
- Must have an active Christian Church affiliation. Should see this position as a call to the ministry of preschool age children and their families.

Physical Demands: *Describe the physical demands and/or physical work environment characteristics the employee is exposed to in carrying out the essential duties of the job. Include things like lifting, climbing, carrying, bending, stooping, standing, exposure to weather, travel, exposure to loud noise and/or fumes, etc. Also indicate amounts, such as; lifts up to 50 lbs several times a day.*

Work is performed in classrooms which are part of a large church building. Caring for and instructing preschool children can be physically demanding. The environment will occasionally be noisy. The teacher may be lifting and carrying children and equipment frequently, and may spend time sitting on the floor or child-sized furniture daily. The job requires frequent standing, stooping, bending, lifting up to 50 pounds; equipment and/or children, stair climbing and walking. The job involves frequent verbal communication with children, family members, staff members, and supervisors. The teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff, and themselves.

Mental Demands: *Describe the mental demands for an employee to carry out the essential duties of the job. Include things like concentration, adherence to strict time deadlines, complex data analysis, and stress resulting from critically important or creative duties.*

Caring for and instructing children can be stressful. The Four Year Old Preschool Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once and the teacher must be prepared to handle accidents and emergencies at any time.

This job description is a summary of the typical functions of the job and not a comprehensive list of all possible duties. Other responsibilities and duties, which are not included in this description, may be assigned to the job incumbent.