



## **MINISTRY DESCRIPTION - TEACHER**

### **POSITION DESCRIPTION**

A teacher is an important part of Woodbury Lutheran Preschool's ministry team and shares his/her God-given gifts for ministry in ways that are meaningful and enriching to the faith and daily lives of children and families. A teacher is responsible for establishing a Christian learning environment by nurturing children, creating lesson plans which support academic goals along with assessing children, parent teacher conference and parent communication. A teacher creates a classroom environment where the supervision and management of children support a safe environment where children grow socially, emotionally and gain independence. A teacher incorporates faith on a daily basis through Jesus time, prayers and conversation with children.

### **ESSENTIAL QUALIFICATIONS**

- A personal, growing faith relationship with Jesus Christ; must be an active member in a Christian church
- Meet the requirements for teachers and experience standards in DHS 9503.0033
- Must be part of Develop, the Parent Aware Registry
- Warm and friendly personality and ability to relate well to children
- Implement best practice strategies into instruction, assessment and technology
- Must maintain current CPR and First Aid certifications (training will be provided)
- Participate in orientation, ongoing training and pass a criminal background study
- Exhibit good communication skills and interpersonal skills
- Be able to see, hear, think, and move quickly to supervise children
- Must have the ability to physically perform job duties such as cleaning, lifting, carrying children and equipment, and getting down to children's eye level
- Preferred to have a bachelor's degree in early childhood or elementary education, an associate's degree from an accredited college or university is required

### **KEY RESPONSIBILITIES**

- Plan, supervise and implement a program that has as its foundation the Word of God with a sound educational base that supports play as a primary tool for learning
- Maintain an environment that is Christ-centered, positive, supportive, nurturing and challenging for all children including those at risk, with special needs, gifted and/or culturally diverse
- Planning, implementing, and supervising curriculum and assessment for children 28 months through 6 years
  - ...creating and utilizing developmentally appropriate weekly lesson plans and activities
  - ...observing and documenting children's work through ongoing assessment
- Encourage critical thinking, creativity, experimentation, exploration, problem-solving, cooperation, socialization, and choice making with children.
- Maintaining an environment conducive to learning and safety
  - ...always guaranteeing the health and safety and supervision of children
  - ...preparing classroom arrangement and maintaining classroom appearance
  - ...keeping the classroom clean, safe and in accordance with all licensing requirements
  - ...supervising and supporting meal and snack times and restroom times for children
  - ...know and be able to provide first aid, CPR, prevent the spread of blood-borne pathogens, and respond to crisis or emergency situations which may occur
  - ...encouraging and guiding appropriate behavior using positive discipline and Woodbury Lutheran's Behavior Guidance Policy under the teacher's supervision
  - ...complying with DHS licensing guidelines, Parent Aware recommendations and

- church/staff policies found in staff handbooks
  - ...participating in regular and seasonal cleaning, set up and inventory
- Communicate professionally with staff, parents, and families
  - ...treating children and all others with sensitivity, confidentiality, dignity, and respect
  - ...providing a culturally responsive environment in which all children and families feel welcomed, safe and secure.
  - ...provide ongoing parent communication including but not limited to Peek of the Week, Home room app and other communication pieces
  - ...conduct twice yearly parent teacher conferences and conferences at other times as needed
  - ...participate in all staff meetings, training, professional development, and family events and programming throughout the year
  - ...supervising and mentoring assistant teachers, teacher aides and support staff
- Assist with planning, special events, family engagement activities and ministry events per request
- Collaborate with other teachers in
  - ...creating children's portfolios, developmental checklists, special education documentation, parent/teacher conferences and other required forms
  - ...supporting learning activities which achieve curriculum goals and state learning objectives
  - ...changing the learning environment including room arrangements, décor, learning centers and other materials to enhance learning and encourage exploration
  - ...strategize opportunities to support children's individual needs to encourage success in the classroom
- Other duties as requested

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Reports to Director/Assistant Director  
 Ten-month appointment / 12 month Salaried Position