

# Alleluia! Lutheran Church

## Job Description

**Job Title: Lead Teacher**

**Reports to: Director, Little Blessings Preschool**

**Location: Alleluia! Lutheran Church**

**Department: Little Blessings**

**Type of position: Part-Time**

**Hours: Less than 30 hours per week**

**FLSA Classification: Non-Exempt/Timesheet Required**

**General Description:** Encourage the healthy intellectual growth and psychological growth of children in a Christian preschool/kindergarten classroom environment through instruction on established curriculum.

Alleluia has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. Our work ethic and culture are established and reinforced by leadership roles such as this. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other related duties may be assigned.

### Core Responsibilities

- Maintain a safe environment in common areas including the playground, corridors, and other school facilities
- Maintain an orderly classroom and handle disturbances in accordance with Little Blessings guidelines
- Comply with state, school, and class rules and regulations
- Create weekly lesson plans and implement an age-appropriate curriculum that nurtures and stimulates all domains of each child's development
- Email weekly lesson plans and newsletters to parents at the start of each week
- Collaborate with other staff in planning, modifying, enhancing and implementing curriculum and little Blessings learning objectives
- Provide a developmentally appropriate classroom environment that reflect children's learning and growth
- Perform ongoing developmental evaluations as required
- Enrich or modify lessons, curriculum, materials and resources as needed to meet individual student's needs and varying level of progress to ensure learning objectives are met
- Maintain records of student work and develop strategies to ensure student success and growth
- Communicate verbally and in writing with parents on student progress
- Plan parent conferences to discuss children's developmental progress, needs and interests
- Meet regularly and work collaboratively with assistant teachers to plan instruction, discuss ongoing learning issues, interventions or problems to ensure student needs are being met
- Ensure the classroom environment is safe and clean
- Observe, document, and reinforce appropriate student behaviors and recommend solutions
- Attend all training classes, parent conferences, and staff meetings as assigned
- Participate in events outside of the regularly scheduled workday such as orientation, open houses, or conferences
- Provide direction to Assistant Teachers
- Delegate classroom and preparation tasks to Assistant Teachers
- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

### Spiritual Requirements

- Demonstrate the mission, vision, values, and culture principles of Alleluia! Lutheran Church

## **Communication and Relationship Skills**

- Verbal and communication skills sufficient to talk/speak with students to assist them with instruction
- Ability to establish a supportive and compassionate relationship with students
- Demonstrated motivated initiative with a “can do” approach for results-orientated outcomes
- Ability to work with a diverse group of individuals and is sensitive to individual differences
- Ability to maintain confidentiality of information regarding students, employees and others
- Ability to establish a supportive and compassionate relationship with students
- Ability to establish and maintain cooperative and collaborative working relationships with students, parents, staff and others contacted in the course of work
- Strong interpersonal skills and ability to motivate teams and individuals
- Demonstrated comfort presenting to parents and the community
- Ability to provide educational outcomes with focus on continual improvement
- Ability to carry out instructions furnished in written or oral form
- Ability to read, write speak and comprehend English fluently

## **Reasoning Ability**

- Ability to work independently and know when to seek guidance from leadership
- Ability to use diplomacy and tact when dealing with problems
- Ability to anticipate problems and determine the best course of action for their resolution
- Demonstrate sound discretion, professional judgement, and business ethics in decision making
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to maintain composure in stressful situations and adapt in response to changing conditions
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner
- Demonstrated sound discretion and professional judgement in decision making

## **Physical Requirements**

- Work outdoors during outdoor activities
- Ability to stand long hours
- Ability to bend, squat, and kneel to assist students with floor activities.
- Ability to use physical ability to lift students and perform other manipulations in order to assist students with daily living skills
- Ability to push, pull lift or carry up to 50 lbs.

## **Education, Certification and Qualifications**

- 60 college credit hours including six hours in child development
- Valid CPR and first aid certification within a year of hire
- Must have a current TB test on file as required by regulations

## **Employment at Will**

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

**Acknowledgement:**

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything that I have been given in the past. I further understand that I am expected to follow my job as outlined above and if I have any questions of what is expected of me, I will speak to my immediate supervisor. I also understand that the statements herein are intended to describe the general nature and level of work being performed by staff members are not to be construed as an exhaustive list of responsibilities, duties, and skills of staff so classified. Therefore, I may perform other related tasks under the direction of my supervisor.

Employee Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Reviewed/Approved by: Alleluia! Church Job Description Committee**

**Date: May 2024**