

LEAD TEACHER at the EARLY CHILDHOOD CENTER

Job Description and Responsibilities

Title: Lead Teacher - Early Childhood Center

Reports to: Early Childhood Center Director

Responsible Board: St. Paul's School Board

Qualifications: Member of an LCMS Church (*preferred*)
21 years of age minimum age requirement
Bachelor of Arts in Early Childhood Education
Degree from an LCMS Synodical School (*preferred*) or willing to obtain colloquy.
Associates in Early Childhood will be considered, though *not preferred*.
Submit to all back-ground checks

Hours: Hours vary. ECC is open from 7:00 am. – 6:00 p.m.
Attendance is also required for all faculty and in-service meetings, including pre-school work week meetings, CPR training, and OSHA training.

Responsibilities:

Professionally:

- Embrace the mission, purpose, and philosophy of St. Paul's Early Childhood Center.
- Conduct self in a professional and confidential manner in all situations.
- Relate joyfully and sensitively to children, their families and co-workers.
- Establish and maintain a safe and healthy classroom environment.
- Develop and implement a caring learning environment where growth in all developmental areas is encouraged (*Spiritual, intellectual, physical, emotional, social*)
- Keep learning developmentally age-appropriate and stay current with recent research.
- Create documentation of learning experiences so that learning is made visible to the children, parents, and community.
- Use LCMS Christian objectives when planning curriculum.
- Partner with the other Early Childhood Center teachers to create the best learning environment for students.
- Assess the needs of individual children to ensure that appropriate care and education is provided.
- Establish positive, open relationships with all families and staff.
- Obtain at least twelve hours of child-related training during each year of employment.

Meet all standards and requirements set by the School Board, The Early Childhood Director, and Missouri Early Learning Standards.
Perform other professional responsibilities as directed by the Early Childhood Director.
Comply with the policies as stated in the Staff Handbook of the St. Paul's Lutheran Early Childhood Center.
Annually set professional goals for self-development to be reviewed by the Director.
Lead, nurture, and work in partnership with Teacher Assistant, Afternoon Assistant, and any other assigned support staff.

Child-Care/Safety:

Care for the health, safety, and welfare of children and adhere to Missouri State Childcare Safety Standards.
Participate in crisis team meetings and planning.
Report any facility or health concern to the Director immediately.
Learn about crisis management, security plans, and student medication and allergy plans.