

POSITION: Creative Pre-School Teacher/Director

ACCOUNTABLE TO: Board of Education

PURPOSE: To support the ministry of Peace Lutheran Church through the overseeing of the Peace Lutheran Church Pre-School education program. This mission and ministry of Peace Lutheran Church is aimed at the nurturing of pre-school children in basic life skills, and providing educational instruction needed for advancement to kindergarten, social skills education, as well as faith based reinforcement instruction.

PRIMARY DUTIES AND RESPONSIBILITIES:

The teacher/director is the key to providing a quality, Christian education, while carrying out the purpose of the preschool in the daily interaction with the children. The Spiritual life of the teacher/director is of utmost importance, because he/she is the person who directly shares God's Word with the children in word and action. The teacher/director should know the Mission of the Church and the purpose of the preschool.

- Be a person of faith in Jesus Christ.
- Should relate well with young children and adults.
- Reports to the Board of Christian Education and attends regularly scheduled meetings.
- Set up and maintain an appropriate classroom environment for young children.
- Be able to plan and supervise classroom activities.
- Must be able to develop lesson plans and curriculum for the preschool with support of staff.
- Is responsible for insuring the order and cleanliness of the classroom.
- Should be available for parent/teacher conferences and/or report to parents on child's progress.
- Must keep a written plan of class activities.
- Must provide lesson plans for substitute teachers.
- Must guide and give direction to the teacher's aides and any classroom volunteers.
- Must be aware of and comply with state and local regulations.
- Must treat each student and parent with dignity and respect.
- Is directly responsible for carrying out the policies for the preschool for the Board of Christian Education.
- Is responsible for the day-to-day administration of the preschool.
- Helps staff to see opportunities for their spiritual growth.
- Encourages the incorporation of school families into the church and church families into the school.

- Helps to maintain positive relationships among students, teachers, parents, congregation and community.
- Sets up and serves as the leader at regularly scheduled staff meetings.
- Discusses budget and spending ideas for large ticket items as well as obtain approval of the Board of Christian Education.
- Operates the preschool within budgets.
- Collects tuition, fees, and maintains records.
- Prepares and maintains student records.
- Prepares monthly and annual reports.
- Represents the preschool in church activities.
- Communicates the program of the preschool to the congregation using personal and printed communications.
- Prepares a monthly newsletter for the congregational and community.
- Helps parents to understand the mission and the purpose of the preschool.
- Provides enrollment materials that reflect the policies of the preschool and meet state regulations.
- Communicates with state and local regulatory agencies and conforms to regulations.
- Handles problems related to the administration of the school.
- Supervises classroom schedules, space and equipment, responsibilities of staff, and the calendar.
- Calls attention to needs for repairs and maintenance.
- Orders and manages supplies and equipment.
- Keeps health records as required by the state.
- Keeps personnel records as required by the state.
- Assists the Board of Christian Education in preparation of Job Descriptions and other administrative needs related to the preschool.
- Plans for and conducts fire and disaster drills.
- Plans the children's programs, field trips and outings.
- Arranges for nutritious snacks, keeping in mind any food allergies.
- Will arrange for transportation of children to and from preschool as required.