

Gloria Dei
Lutheran Child Care Center
Job Description

Purpose Statement:

The purpose of Gloria Dei Lutheran Child Care Center is to provide the best quality care and to educate each child in Christ-centered surroundings.

We nurture and encourage each child in the development of spiritual and moral values, as well as social and cognitive skills.

Our sharing and caring in Christian love creates an environment in which each child can grow and feel safe and accepted for his or her own individuality.

Position Title: **Lead Teacher, Preschool**

Education: CDA, Associate Degree, BA

Immediate Supervisor: Child Care Director

Summary: This position is to plan, prepare, and present learning experiences that will promote growth in children's spiritual life as well as their social, physical and cognitive skills.

Responsibilities:

- 1. Child growth and development**
 - a. Develop, plan and implement appropriate curriculum to promote all areas of development**
- 2. Health, safety and nutrition**
 - a. Teach and model proper eating habits and personal hygiene and assist with family style dining in accordance with the Federal Food Program**
 - b. Follow all safety guidelines and have knowledge of all emergency drills and safety procedures.**
 - c. Maintain a healthy environment by enforcing the Kick the Sick policy.**
- 3. Professional development/Professionalism**
 - a. Be a Christian example to the children, their families, co-workers and the community.**
 - b. If not Lutheran, attend instruction class approved by the Child Care Board**
 - c. Attend professional meetings, staff meetings, and professional development to maintain and improve professional competence to meet or exceed state guidelines.**
 - d. Maintain confidentiality**
 - e. Mentor aide as to her duties and expectations**
- 4. Learning environments and Christian curriculum**
 - a. Instruct the children in the Christian faith using the curriculum adopted by the Child Care Board**
 - b. Attend Chapel services with the children, participating and later continuing those lessons in the classroom**

- c. **Maintain supplies and equipment in the classroom**
 - d. **Set up and maintain learning centers that cover all areas required by the STARS program.**
- 5. **Child assessment**
 - a. **Observe and evaluate child performance, behavior, social development, and physical health and adapt teaching methods and instructional materials to meet children's varying needs and interests. Work with outside resources when necessary.**
 - b. **Administer screenings and testing methods to help determine children's developmental needs and potential. Prepare and implement remedial or supplemental programs for children.**
- 6. **Family and community partnerships**
 - a. **Maintain open, active communication with parents, keeping them informed of child progress, classroom and Child Care activities.**
 - b. **Conduct parent/teacher conferences as least annually and upon request of parent or director.**
 - c. **Be a positive influence in our Child Care and community.**
- 7. **Program management and evaluation**
 - a. **Maintain accurate and complete records as required by the Child Care and any state or legal requirements.**
 - b. **Prepare reports on children as required.**
 - c. **Post all required and current information as required by the State and STARS program**
 - d. **Participate in the monthly staff meetings.**
- 8. **Assist with other activities as circumstances require.**