



Lord of Life, Chesterfield Preschool & Kid's Day Out

Lead Teacher, KDO 24 months

Education & Experience - Each teacher shall have a degree in Education or a related field. Teachers shall also have some prior experience working with preschool-aged children. They will be screened through the Missouri Division of Family Services. They should be mature and sensitive in working with children, parents and other staff members.

Accountability - Accountable to the director.

Function - To provide the best possible care and learning environment for the children assigned to the class, to work for the best interests of the school, and to remain focused on the philosophy of the school.

Goals of the School - To help each child discover God's presence, love and care and to nurture their faith development.

Responsibilities - Shall include, but are not limited to, the following:

To follow guidelines written in the Lord of Life Lutheran Church Personnel Manual

1. To support the mission statement, section 1.3.
2. To support the vision statement, section 1.4.
3. To understand and always follow the statement of expectations, section 1.5.
4. To read and follow all guidelines in the Manual.

To establish and maintain a safe and healthy environment

1. Designs appropriate room arrangement to support the goals of the classroom.
2. Promotes healthy eating practices.
3. Maintains a safe environment.
4. Maintains an orderly learning environment.
5. Cares for room and equipment. Reports items needing repair or replacement and submits requests for additional equipment.

To advance physical and intellectual competence

1. Provides a balance between child-initiated and teacher-initiated activities.
2. Provides a balance between quiet and active learning activities.
3. Involves children in planning and implementing learning activities.
4. Provides an integrated curriculum that meets the needs of individual children.
5. Plans and implements experiences that promote language development.
6. Plans and implements activities that promote the acquisition of number concepts.

To support social and emotional development and provide positive guidance

1. Plans and implements hands-on activities that develop positive self-esteem.
2. Plans and implements hands-on activities that develop social skills.
3. Uses and promotes positive guidance techniques.
4. Provides a wide variety of creative and expressive activities.
5. Establishes routines with smooth transition periods.
6. Communicates with children at their developmental level.
7. Encourages children to be independent.

To advance spiritual learning

1. Faith development is the core of our curriculum.
2. Design curriculum to help our children understand God's love for all people.
3. Use a curriculum approved by the Director for Jesus time.

To establish positive and productive relationships with families

1. Relates assessment information to parents and offers support for dealing with children at different developmental stages.
2. Promotes communication with parents through weekly or biweekly newsletters and annual parent conferences.
3. Provides a variety of ways that families can participate in the program.
4. Encourages parents to participate in the program.
5. Informs the Director in cases of unreasonable behavior, parent complaints, or other problems which should be handled by the Director in the best interests of the school.

To ensure a well-run, purposeful program responsive to participant needs

1. Assesses program supplies and materials needed prior to implementing activities.
2. Works as a team with other teachers in the classroom and program.
3. Maintains written plans on a weekly basis.
4. Assesses children's needs and developmental progress on an ongoing basis.
5. Uses the results of assessments to plan activities.

To establish positive and productive relationships with the Assistant Teacher

1. Serves as trainer for the Assistant.
2. Functions as a team with the Assistant to create the best learning environment for the class.
3. In case of absence, if known the day before class meets, to provide the Assistant with plans that are easy to implement. This can be done with a phone call and email before 7:00 p.m. If an absence is not known until the morning of class, a phone call should be made to the Assistant informing them of the absence and either email or verbally communicate plans for the day.

To maintain a commitment to professionalism

1. Promotes the school's philosophy and educational objectives.
2. Supports the school's code of ethical conduct.
3. Engages in ongoing staff development to improve personal and professional skills.
4. Supports the professional growth and development of colleagues by sharing materials and information and providing helpful feedback and encouragement.
5. Attends staff meetings, workshops and in-service training provided by the school.
6. Cooperates with Sunday morning teachers and others who share the room.