



St. Paul Early Childhood Center, Des Peres Lead Teacher

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.