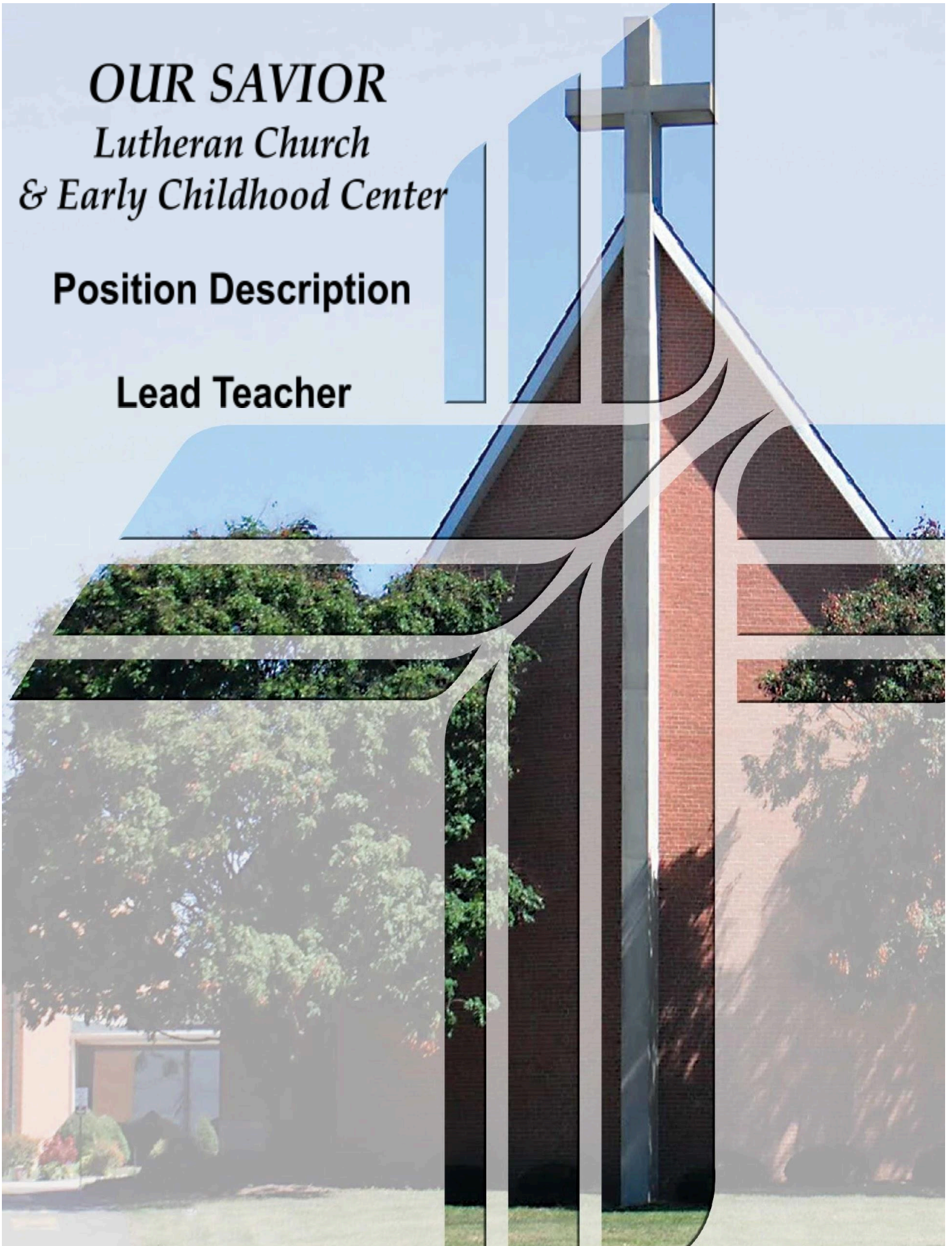


***OUR SAVIOR***  
***Lutheran Church***  
***& Early Childhood Center***

**Position Description**

**Lead Teacher**



### **PURPOSE OF OUR SAVIOR TEAM MINISTRY**

All staff members shall work together as partners in the Gospel to fulfill the pastoral care and discipleship training ministries at Our Savior Lutheran Church.

The purpose for a TEAM ministry staff is to provide for a structure that promotes a positive and effective ministry within the congregation. It is intended that each member of the staff have an understanding of their roles both in relationship to other staff members and to the congregation. Functions and responsibilities will be established to permit each staff member to make the fullest use of his/her skills within the framework of his/her training and position through God's calling.

### **PURPOSE OF YOUR POSITION DESCRIPTION**

The purpose and intent of this document is to a) present current position responsibilities so that the staff of Our Savior can assure fair, consistent, treatment to all staff members, b) inform our staff members of their accountability and to clarify so that we can eliminate any misunderstandings in your position, and c) advise individual staff members that their position descriptions will be periodically reviewed and updated as necessary by the Director of Ministries.

### **PHILOSOPHY**

Our Savior is committed to staffing for growth. Our staffing is a blend of specialists and generalists. We believe our staff is multi-gifted with multi-faceted relationships. The called and professional staff's role is unique in a large parish. Their key role is to equip people for ministry, which includes leading, administrating, training, encouraging, and assisting.

### **MINISTRY DESCRIPTIONS**

In order that each Called and support staff member has a knowledge and understanding of what is expected of him/her in their specific areas of accountability, an up-to-date job description shall be developed for each position. The archived office copy of this document shall include the overall purpose of the position, the specific duties to be accomplished and the educational experience requirements for the Pastor - Director of Ministries, Pastor – Minister of Pastoral Care, Director of Christian Education, Director of Children and Family Ministry, Director of Choral Music, Organist, Office Manager, Comptroller, Receptionist, Early Childhood Center Director, Lead Teacher, Assistant Teacher, Early Childhood Center Office Manager, Custodians, and our Cooks.

These descriptions shall be reviewed periodically, but no less than annually, by the Director of Ministries for appropriateness and accuracy. The Director of Ministry will work with all supervisory staff to ensure their subordinate job descriptions are accurate and up-to-date. Any changes shall be brought to the Leadership Board for approval.

# Lead Teacher

## Our Savior Lutheran Church and Early Childhood Center

Revised April 2025

### **Mission Statement of Our Savior Lutheran Church and Early Childhood Center:**

To provide children within our community an opportunity to grow in God's grace in a caring environment that promotes the developments of their whole being.

**Position Open:** Year-round lead teacher for the Giraffes class (2 year old/early 3 year olds)

**Responsible to:** Early Childhood Center Director

### **Qualifications:**

Associate Degree in Early Childhood Education, Child Development Associate Credential (CDA), or Bachelor's Degree in Early Childhood Education, Child Development, or related field.

### **Self-management and Professional Conduct:**

- Christian by affirmation of faith and example with a desire to grow in faith and knowledge of Scripture
- Active member of a Lutheran Church, membership at Our Savior is preferred. If membership is not at Our Savior, attendance at one service per month and any special milestones is required
- Recognize your role as a representative of Our Savior Church and School in all interactions
- Understand that the lead teacher's priority is to share the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships
- Be a positive, caring person with experience and enthusiasm to work with and manage a group of 2-3 year old children
- Attend all staff meetings, workshops/seminars, and log at least 12 hours of training hours each year
- Maintain Red Cross/First Aid and child and infant CPR certifications
- Maintain prompt hours and notify the Director of absences in a timely manner
- Have stamina, both physical and emotional, to work with young children
- Demonstrate initiative and competence in working effectively without close supervision
- Demonstrate patience and leadership with children and instructional aides.
- Be familiar with and follow personnel, human resource, and licensing policies of Our Savior Lutheran Church and Early Childhood Center.

### **Instructional Responsibilities:**

- Share the Gospel with children and their families
- Develop and implement age-appropriate lesson plans that align with Missouri Early Learning Standards and individual needs of children as assessed by the Ages and Stages Questionnaire (ASQ), maintaining a child-centered focus through active learning (play) as well as through planned activities
- Lead the management of the classroom routines, being available and engaged at all times when working with children
- Engage with the students in purposeful play that allows for guided learning
- Prepare and arrange learning centers to promote physical, emotional, social, spiritual, creative and cognitive learning
- Allow for independent learning and problem-solving, supporting children as they gain abilities and independence
- Work cooperatively with the assistant teacher to prepare and implement lessons/purposeful play
- Complete educational assessments (formative and summative) including the Desired Results Developmental Profile (DRDP) twice per school session
- Hold parent/teacher conferences at least two times per year
- Provide constructive feedback to families on their child's learning and development
- Maintain accurate developmental records/milestone binders for each child

### **Classroom Responsibilities:**

- Greet parents and children as they arrive, exchange information and help the children get involved in an activity
- Maintain a neat and orderly classroom that provides a safe, supportive learning environment
- Maintain weekly parent newsletters
- Maintain daily written communication on class white boards, Brightwheel, and/or child documentation logs
- Keep daily attendance
- Be aware of children with special needs or health concerns (i.e. allergies)
- Execute and maintain records for fire, tornado, and lockdown drills
- Work together with assistant teacher to complete general classroom responsibilities including, but not limited to:
  - change diapers/pull-ups, potty training according to sanitation guidelines
  - prepare, serve, and clean up snacks
  - serve, supervise, and participate in family-style lunch with the children
  - set up cots and monitor children during rest time
  - directly supervise children outside on the playground
  - cleaning classroom according to sanitation guidelines
  - administer first aid when necessary and document accidents/incidents on appropriate forms
- Follow schedule that responds to the needs of the children and adapt as necessary
- Supervise dismissal of children, exchanging information with parents as needed
- Maintain a classroom by taking regular inventory of supplies, organizing materials, rotating toys, updating bulletin boards, displaying artwork, etc.

### **Community Responsibilities:**

- Work with all other staff members in a cooperative manner
- Support other staff by being a positive role model and providing guidance when working with each other and children
- Address needs or concerns respectfully with the teaching team and/or Director as appropriate
- Give attention to unassigned areas, such as hallways and closets, and report any problems or needs
- Maintain open, friendly, and cooperative relationships with families
- Help plan and attend special events (Christmas Program, Literacy Night, class parties, etc.)
- Attend the Center events on evenings and weekends
- Plan, promote, and participate in Early Childhood events for staff and families

### **Salary Range:**

Salary is determined by experience and education.

### **Probationary Period:**

Hiring is contingent upon a successful medical examination report and favorable TB test as well as a successful background check. Probationary period is ninety days. During this time frame, an evaluation will be conducted to determine suitability for the position.

*All other employment requirements as detailed in the Our Savior's Human Resource manual and all requirements of the Lutheran Church Missouri Synod apply.*

# **Employee Statement of Acknowledgement of their Position Description**

---

I have received a copy of Our Savior Lutheran Church and Early Childhood Center's Position Description for the position that I have been offered and have accepted. I have read or had it read to me carefully. I further understand all matters set forth in this Position Description and agree to fulfill and abide by the descriptions during my employment with Our Savior. I further understand and agree that any aspect of the Position Description may be amended, revised, or eliminated at any time by the governing body.

I understand that my employment with Our Savior is not for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both Our Savior and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in Our Savior Lutheran Church and Early Childhood Center's Position Description in any way creates an express or implied contract of employment between Our Savior on the one part, and me, on the other part.

I understand that it is my responsibility to maintain and keep my Position Description updated as new responsibilities are created and distributed and/or duties are deleted or changed.

I hereby acknowledge receipt of my Position Description from Our Savior Lutheran Church and Early Childhood Center.

Employee's Name (Please Print) \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_