

JOB DESCRIPTION - PRESCHOOL TEACHER

The teacher must be able to communicate God's word in accordance with the Preschool's objectives.
The teacher must meet the requirements of the Minnesota Department of Human Services Rule 3.

The teacher will be subject to the supervision of the Director of Preschool. The Director of Preschool will approve curriculum, policy, and outline specific job descriptions.

A teacher's performance review will be done at least once a year for the following purposes:

1. Avenue of communication between teacher and director.
2. Establish goals and objectives for professional growth.
3. To aid in determination of teachers future status in the program.
4. To maintain growth and development within the curriculum and preschool programs

Staff Responsibilities Includes (but are not limited to):

1. The health, safety and spiritual well-being of the children are our main priorities.
2. Model Christianity - always treat children, family members, co-workers and any other adult with loving care and concern, being positive in every possible way.
3. Warmly welcome children, parents and guests so that Messiah Preschool is a good place to be.
4. Work together as a loyal staff member in the spirit of cooperation exchanging ideas to benefit the program.
5. Communicate with the director suggestions, questions, and concerns.
6. Create and implement weekly lesson plans pertaining to each unit
7. Guide, supervise and assist all individuals in your classroom each day (i.e. Assistants, Parent Helpers, Other Staff etc.)
8. Participate in the planning and implementation of all programs presented throughout the year
9. Become familiar with emergency procedures and protocol
10. Clean and sterilize equipment and toys each day
11. **All other duties as specified and instructed**

Meetings and in-services:

1. Attend all staff meetings, parent meetings and programs.
2. Attend professional workshops and meetings so that professional growth may be maintained and the required number of hours set by the Department of Human Services are met.
3. Receive first aid and CPR training to comply with the Department of Human Services rules and standards.
4. **All other duties as specified and instructed**

Program - classroom duties the teacher is responsible for:

1. Planning the program for the class within the general framework of the Messiah Preschool curriculum.
2. Evaluating the program and expressing ideas for improvement.
3. Completing progress notes in the FALL
4. Planning with the entire staff, Christmas Service, Spring Concert, in class parties, Art Night, and any other children's program(s) the preschool is a part of.
5. Going through the day's plan with assistant so expectations are clear and materials are ready.
6. Greeting children and parents at the door each day.
7. Setting-up and maintaining (with frequent changes): all learning centers
8. Supervising all class activities, working with whole class, small groups and individuals as appropriate.
9. Maintaining State Standards for curriculum, classroom set-up and display
10. Being sure children understand and follow directions.
11. Scheduling, supervising, and recording monthly fire drills and three severe weather drills per year.
12. Previewing films, slides, movies, tapes and records before using with the class.
13. Preparing special learning materials to meet individual differences.
14. Arranging for parents to come into class with pets, demonstrations, and instruction in their area of expertise.
15. Supervising all outdoor activities, games, skits, and parties.
16. Instructing children in safety concerning all activities and use of equipment.
17. Assisting children with end of day procedures, gathering notes, and school bags.
18. Observing for indications of general health problems and emotional problems. Report to director any problems.
19. Directing discipline within guidelines.

20. Reporting any accident to parents and director. Administer first aid if necessary.
21. Ensure all equipment and the facility are clean, well maintained and safe at all times
22. **All other duties as specified and instructed**

Records, reports, etc. – the teacher is responsible for:

1. Writing monthly lesson plans to be viewed by the Director by two weeks prior to the 1st of the month. Posting those lesson plans on the Parent Bulletin Board and the Staff Bulletin Board.
2. Writing weekly e-newsletter to parents. And ensuring that they have read the email (is. Talk to parents!)
3. Writing notes to parent/caregiver whenever appropriate.
4. Collecting money from pupils or parents and putting in Director's office.
5. Sending out notices, permission slips and reminders.
6. Arranging for testing or evaluations of students and filing results.
7. Maintain a portfolio for each child
8. Filing correspondence in student's file.
9. Keeping a file of representative work for each student.
10. Maintaining the Preschool record book recording all accidents, medicine or First Aid administered, behavior incidents, fire drills and severe weather alerts, attendance records, lesson plans, newsletters and parent involvement.
11. Preparing and running off material to be duplicated.
12. Being prepared for the day
13. Utilizing other staff members (ie. Assistant Teachers) on a daily basis to help with planning, preparing, pulling of items etc.
14. **All other duties as specified and instructed**

Housekeeping – the teacher is responsible for:

1. Putting away and maintaining bulletin boards, displays, learning centers and play areas. At least one bulletin board must be child produced or interactive. One bulletin board must display photos of each child.
2. Keeping classroom, storage areas, bookshelves, lavatories, etc. neat, clean and orderly. Making sure all equipment is put away and cupboards and files are locked before leaving.
3. Setting up and maintaining audiovisual equipment.
4. Removing any broken or unsafe equipment and reporting this to the director.
5. If there is no assistant in the class, preparing snacks and cleaning utensils, tables, etc.
6. **All other duties as specified and instructed**

Physical Demands & Environmental Conditions:

Caring for children can be physically demanding. The Preschool Teacher may be lifting and carrying children and equipment, and may spend time sitting on the floor or child sized furniture. The Preschool Teacher will be expected to clean and maintain equipment and facility and may move throughout the building with children. The Preschool Teacher may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves. The Preschool Teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Preschool Teacher will have to supervise all children at all times.

Scope:

The Preschool Teacher will be responsible for planning and implementing a program to teach young children. They must ensure the development and safety of these children in accordance with relevant federal, territorial and municipal legislation and policies. The Preschool Teacher will be respectful of all children, parents and other staff members and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place the children at risk. The Preschool Teacher's number one responsibility is to provide a safe and loving place for education of all students.

Closing:

The Preschool Teacher reports directly to the Director of Messiah Lutheran Preschool. All items listed above are subject to change. When change occurs, the Preschool Teacher will be notified in writing of such change and a signature will be needed along with the written change. All items will be stored in personnel files located in a locked cabinet on the premises of the Preschool.