

Faith Lutheran Preschool Teacher Job Description

Reports to: Preschool Director

Primary Purpose:

The Faith Lutheran Afternoon Preschool teacher is responsible for instructing children, between 3 and 7 years of age, by creating a stimulating Christian environment, designed to promote learning and growth spiritually, socially, intellectually, physically, and emotionally, at their own pace and through their own style, and to ready them for primary school.

Responsibilities:

Teacher's responsibilities include, but are not limited to:

- A. Plan Lessons that are developmentally and age appropriate. Talk with Parents at drop-off and pick-up times.
- B. Share important information with the morning teacher through agreed form of communication before leaving for the day.
- C. Interact with children as they enter the classroom.
- D. Explain and demonstrate daily routines.
- E. Provide developmentally appropriate toys, materials art supplies for the children, along with the director and morning teacher.
- F. Introduce new materials and explain & demonstrate how to use them.
- G. PLAY WITH THE CHILDREN & READ TO CHILDREN.**
- H. Show children where bathrooms area and encourage hygiene practices.
- I. Teach children Fire drill and Tornado drill procedures & show emergency exits.
- J. Observe & record child's progress to share with parents at conference time.
- K. Organize and attend Parent-Teacher Conferences in Fall & Spring.
- L. Supervise Assistant teacher and any volunteers in the classroom.
- M. Plan and attend Christmas and Spring Programs.
- N. Observe and interact with children on the Playground.
- O. Implement State Standards in Curriculum.
- P. Check toys daily and throw out broken or sharp edge objects.
- Q. Keep current in Early Childhood methods/practices
- R. Stay current on state mandated trainings in; CPR/First Aid/AED, Sudden Infant Death Syndrome Prevention, SCAN-MART and Child Abuse Prevention.
- S. Attend LCMS Early Childhood Conference in August.
- T. Complete state mandated Continuing Education Hours (15-20hr) depending on full or part time status.
- U. Keep list of items to be replaced due to damage.
- V. Keep list of art supplies when used up.

Qualifications: (As noted in the Wisconsin Administrative Code, DCF 251.05, Staffing)

1. A current communicant member of a Christian church.
2. A child care teacher shall plan, implement and supervise the daily activities for a group of children.
3. A person who is a child care teacher shall be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin department of public instruction.
4. A person who is a child care teacher shall document at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting.
5. Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following:
 - a. Two non-credit department-approved courses in early childhood education.
 - b. Two courses for credit in early childhood education or its equivalent from an institution of higher education.

Note: *Introduction to the Child Care Profession* and *Skills and Strategies for the Child Care Teacher* are the names of the non-credit courses approved by the Department to meet the entry level training requirements for a child care teacher.

- c. Certificate from The Registry indicating that the person is qualified as a child care teacher.
- d. Forty-eight credits from an institution of higher education with at least 3 credits in early childhood education or its equivalent.
- e. A one-year child care diploma from an institution of higher education.
- f. An associate degree in early childhood education or child care from an institution of higher education.
- g. Child development associate credential issued by the council for early childhood professional recognition.
- h. Certificate from American Montessori Society, Association Montessori International, or Montessori Accreditation Council for Teacher Education.
- i. A bachelor degree in education from an institution of higher education or a license from the Wisconsin department of public instruction to act as a teacher.

Note: Information on how to obtain or renew a Wisconsin department of public instruction teacher license is available on the DPI website, <http://dpi.wi.gov/tepd/index.html>.

- j. Certificate from the bureau of apprenticeship standards as a child development specialist.

Work Conditions:

This position is considered a REGULAR PART-TIME position. A regular part-time employee is any worker who works up to, but less than full-time, but no more than 20 hours a week for a period of more than 9 months in a year.

The afternoon preschool teacher is to be at the preschool during normal operating hours which are Monday through Friday between the hours of 11:30AM-3:30PM.