



## Lead Preschool Teacher

### St. Luke's Christian Preschool

Revised 5/15/2019

St. Luke's Preschool is looking for a responsible, experienced, and high energy individual to be the lead preschool (3-5 year olds) teacher five mornings a week during the school year, beginning September 2019.

Successful applicant will have:

- Knowledge and understanding of Christian preschool program models and strategies
- Knowledge of Minnesota Department of Human Services Licensing Rule Three requirements and guidelines
- Excellent communication skills
- Current CPR and First Aid certifications, or be willing to obtain certifications
- Teaching certificate or four-year degree in a related field

Location: Bloomington, MN

Salary: Compensation will be determined based upon education and experience. This is a part-time job (approximately 20 hours per week September through May).

Send resume and cover letter to: St. Luke's Preschool, 1701 West Old Shakopee Road, Bloomington, MN 55431 or e-mail [jobs@stlukesbloomington.org](mailto:jobs@stlukesbloomington.org) with subject line "**Teacher Position.**" Applications will be received until the position is filled. (Interviews will begin in June.)

#### **Requirements:**

- Four-year college degree in Early Childhood or Elementary Education or a related field and/or a MN certification of a license. Must be able to be certified as a preschool teacher by the Department of Human Services.
- Documentation of current First Aid Certification, CPR, Blood Borne Pathogens, and Shaken Baby as required by the State of Minnesota or be willing to obtain them by the first day of preschool.
- Meet MN DHS Rule 3 qualifications, including yearly in-service requirements.
- Minimum 21 years of age.
- Previous teaching experience in public or private school system, a quality preschool, childcare center or church nursery.
- Excellent skills and ability to relate positively in teaching, communication, and human relations with preschoolers, their parents, and other staff members.
- Ability to plan, organize and implement program activities.
- Ability to lift up to 35 pounds in connection with handling of children for the facilitation of programs, child safety, and potential emergency situations.
- Commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives in a Christian Preschool setting.

**Job Summary:** The Lead Teacher will provide direction for the program and assistant teachers, and implement program curriculum in the classroom. The Lead Teacher will work cooperatively with other teachers and the Director to carry out the preschool's mission and vision.

**Job Description:**

- Self-motivated, creative, flexible, dependable, and makes good judgments.
- Understands child development and fosters the growth of children in all skill aspects as it pertains to health and wellness physically, spiritually, socially, mentally and emotionally.
- Designs and carries out planned learning experiences that encourages maximum personal growth for each child in the group.
- Directs the activities of co-workers to promote a cooperative working atmosphere.
- Responds immediately and effectively to any emergency situation.
- Is willing to continually increase knowledge in the field of early childhood education.
- Supervises, assists and participates in daily routines.
- Serves as a knowledgeable resource for other staff.
- Continually trains and supervises the activities of the assistant teachers, substitutes and volunteers assigned to the group, by helping them relate to and supervise the children.
- Models appropriate and positive behavior guidance techniques, and trains other staff so that discipline is consistent.
- Works together with all program staff to solve problems, achieve goals, and respectfully communicate needs.
- Is responsible for educational resource materials, equipment, classroom atmosphere and initiates communication with the Director regarding program needs and concerns.
- Is responsible for maintenance and cleanliness of the school. This may include sweeping, room clutter, clean up, etc.
- Is responsible in the preschool area in the Director's absence.
- Conducts parent conferences and maintains communication with parents.
- Maintains program site and equipment.
- Assists the Director to maintain required program records and children's files.
- Sets up the framework of the curriculum with the Director and other staff members.
- Plans programming for his/her group within the general framework of the preschool's overall program plan.
- Is accountable to the Director and the Preschool Board.
- Sets up the school year schedule, together with the Director and other staff members.
- Observes and keeps anecdotal records for each child.
- Sets a date for parent conferences twice during the school year together with the Director. Organizes the conferences and documents as required by licensing.
- Attends all professional and staff meetings, workshops and/or in-service training sessions related to early childhood.
- Establishes and maintains professional relationships with other staff members, church staff, and parents.
- Aids in fulfilling requirements as detailed in Rule Three and regulated by the MN DHS for licensing, including keeping teacher certifications current.
- Helps organize field trips together with the Director.
- Helps keep the preschool safe and attractive.
- Helps evaluate the planned program
- Maintains a high level of academic and spiritual development.
- Creates weekly and/or monthly newsletters to parents that include information on curriculum, activities, special theme days, field trips, and other items of interest to parents.
- Maintains bulletin boards.
- Purchases items as needed and/or informs Director of items that need to be ordered. All purchases must be pre-approved to ensure reimbursement. All requests for reimbursements must be accompanied by a receipt.