



Position Title: Early Childhood Teacher/Lead
Vision Implementation Team (VIT): School VIT
Reports to: Early Learning Center Administrator

Employment Status:
Date Prepared:
Date Revised:

Early Childhood Teacher/Lead

POSITION PURPOSE: To provide a safe, nurturing, and developmentally appropriate environment for individual and group activities for students in the classroom.

PRIMARY RESPONSIBILITIES SUMMARY - (Essential Functions, Leadership, Knowledge, Skills and Abilities)

- 1. Deep love for Jesus, people of God, especially preschool aged children**
 - a. Regular worship and Bible study
 - b. Serve as a Christian role model
 - c. Committed to daily prayer and spiritual growth
- 2. Knowledge**
 - a. Policies and procedures for a state licensed facility
 - b. Policies, procedures, and practices of Bethlehem Early Learning Center
- 3. Classroom Management**
 - a. Participate in lesson planning meeting each week with other team teachers
 - b. Design and implement activity and lesson plans, if necessary receive Administrator's approval of major activities
 - c. Prepare and clean classroom for students daily
 - d. Provide individualized learning opportunities for students
 - e. Make effective use of time during 'quiet time' to prepare for upcoming lessons
 - f. Supervise and discipline students under guidelines of program. 'Love and Logic' based approach
 - g. Assure a safe environment for students
 - h. Assure that students are signed in/out by parent or authorized person
 - i. Prepare and distribute snacks
- 4. Communication**
 - a. Log incidents, accidents, and behaviors on appropriate forms and notify parents
 - b. Parent communication via email of daily classroom news
 - c. Communicate with staff of 'shift' change
 - d. Check Bethlehem issued email daily
 - e. Conduct Parent/Teacher Conferences

OTHER RESPONSIBILITIES:

1. Attend staff meetings and trainings as specified by the Administrator
2. Attend Rocky Mountain District Professional Workers Conference
3. Attend Nurturing the Faith Conference
4. Attend School Fundraisers
5. Attend ELC functions and activities
6. Submit signed time card
7. Communicate with Administrator
8. Participate in evaluations (As needed)
9. Champion Bethlehem Lutheran Day School and Bethlehem Lutheran Ministries
10. Other duties as required

—Employees are held accountable for all duties of this job—

SCOPE OF AUTHORITY:

Accountable to the Early Learning Center Administrator

SUPERVISION RESPONSIBILITIES:

COMMUNICATION/WORKING RELATIONSHIP REQUIREMENTS:

- Kindness and Respect
- Open communication with administrator and co-workers

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Create a fun learning environment
- Work in fast-paced environment with hands-on learning
- Able to lift forty pounds as required by state regulations
- Multi task

MINIMUM EDUCATION OR FORMAL TRAINING AND EXPERIENCE REQUIRED:

- Bachelor's degree in related area or
- Associates degree in child development or Early Childhood education or
- Two years of college (60 credit hours) with one course in ECE and 910 hours of experience or
- Early Childhood Teacher Certification

See Section 7.712.42 of Colorado State Regulations

- Must be over 18 years old
- Complete Colorado Bureau of Investigation criminal background check with a complete set of fingerprints
- Provide a current physical within thirty day of hire date
- Be current with immunization
- Be a mandatory reporter of Child Abuse and Neglect
- Have a current First Aid and CPR card or complete within 60 days of start date, and annually thereafter
- Complete Universal Precautions training within three months of employment and annually thereafter
- Complete Concussion training
- Be delegated to give medications to children who require treatment while at school
- Complete fifteen clock hours each year in areas of Child Growth and Development

MATERIAL AND EQUIPMENT DIRECTLY USED:

- Computer
 - Procare
 - Microsoft Office
 - TeacherEase
- Copiers
- Phone system

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Other duties will likely be assigned. Also attached may be a detailed explanation of expectations or duties.

EQUAL OPPORTUNITY EMPLOYER

Because we are a church body, Bethlehem Lutheran Church retains the right to give preference in hiring to persons who are members in good standing of a Lutheran Church – Missouri Synod congregation.

Supervisor: _____

Date: _____

VIT Lead: _____

Date: _____

Personnel Team: _____

Date: _____

I acknowledge receipt of this job description:

Employee: _____

Date: _____