

Calvary Lutheran Learning Center
Early Childhood Lead Teacher
Job Description

Qualifications:

1. Must meet current qualification required by the Kansas Department of Health and Environment for licensed child-care centers.
2. A member of a Lutheran Church Missouri Synod (LCMS) congregation is preferred.

Salary and Benefits:

Based on the present salary scale. Benefits as outlined in the Personnel Handbook pertaining to those eligible persons.

Responsible to:

The Board of Calvary Lutheran Learning Center, the Pastor, and the Early Childhood Director in that staff line relationship.

Responsibilities:

1. Meet all the regulations and requirements as set forth in the Kansas Regulation's for Licensed Preschool and Childcare Centers under school age programs.
2. Plan, implement and supervise a Christian program designed to encourage growth in all areas of a young child's development.
3. Conduct parent conferences twice a year or as requested by the parents for the purpose of discussing the progress of the child or special needs.
4. Conduct a home visit (centering the visit around the child) shortly after the enrollment process or first day of school for the child.
5. Provide monthly classroom newsletters, written lesson plans and supply lists that are submitted monthly to the director. Lesson plans are to be posted each Monday morning on the classroom parent's information board.
6. Keep current developmental records of the children.
7. Be in your room ready to work at your schedule time.
8. Supervise and train the teacher assistant(s) assigned to the room.
9. Provide assistant(s) with opportunity for input of the program
10. Provide written guidelines for the substitutes.
11. Help give direction to volunteers.
12. Help children control behavior using a Christ-centered, positive, consistent approach.
13. Be aware of and comply with personnel policies adopted by the center's board.
14. Help children grow to become independent.
15. Attend staff meetings and functions of the ECE program.
16. Keep the classroom organized and orderly including disinfecting and putting away toys, teaching materials, and dusting shelves.
17. Live the Christian faith.
18. Relate joyfully and sensitively to children
19. Smile, laugh and use a pleasant voice.
20. Pray with and for others.
21. Acknowledge and respect others' feelings
22. Work cooperatively with others.
23. Compliment good behavior and correct inappropriate behavior.
24. Build and strengthen positive relationships with other CLLC program staff and volunteers.
25. Complete other duties as assigned.