

**Job Description – Preschool Teacher**  
**Calvary Lutheran Church, Bemidji, MN**

Job Overview: To guide students in age-appropriate faith development, academic and social skills.

Job Category: Full time (9 month school year), salaried, preschool classroom staff

This person would report to: Director of Children's Ministries

Areas of responsibility include, but are not limited to, the following:

1. **Preschool Staff Development & Classroom Supervision.** The Teacher will:
  - a. In collaboration with director and lead teacher, handle in-class supervision, training and support of assistant teachers, aides and student interns/practicum students through providing ongoing feedback and input for the evaluation process.
  - b. Assist in making arrangements for substitutes and/or teach classes in the absence of the other teacher, and assist in other classrooms when needed.
  - c. Prepare and effectively communicate lesson plans for substitute and have necessary materials available when absent from the classroom.
  - d. Assist in the development and evaluation of age-appropriate Christian curriculum that meets the Preschool's mission.
  - e. Assist in planning special events.
2. **Communication and Leadership.** The Teacher will:
  - a. Effectively communicate with the preschool staff, Preschool Ministry Team, parents/guardians, students, student teachers, volunteers and members of Calvary Lutheran Church ministry staff, maintaining student confidentiality at all times.
  - b. Attend workshops and conferences as negotiated with director and Preschool Ministry Team to maintain/update educational requirements for licensure.
  - c. Perform other duties as assigned by director.
3. **Classroom Expectations.** The Teacher will partner with the teaching staff and director to:
  - a. Plan yearly curriculum calendar for classroom use prior to the start of school year.
  - b. Develop and prepare high-interest lessons and activities for each day of class – according to the particular age group. Vary lessons – teacher led vs. child led.
  - c. Inform immediate classroom support staff of daily needs, upcoming activities and small group requirements.
  - d. Encourage and guide children as they interact with activities and with each other.
  - e. Become familiar with parents and family members of children. Share pertinent information with them concerning their own child.
  - f. Conduct assessments of each child within class (fall and spring). Prepare information to share with parents during conferences.
  - g. Prepare a brief article on classroom activities for the preschool newsletter on a monthly basis.
  - h. Assist support staff with clean-up, room arrangement and organization of material as needed.

4. **Administration.** The Teacher will:
- a. Comply with state licensing standards.
  - b. Monitor and communicate needs to director regarding preschool supplies and equipment.
  - c. Maintain a safe and secure environment for students, staff and visitors.

**Preferred Qualifications**

1. Evidence of Christian practice (membership in a Christian church) and ability to communicate the Gospel.
2. Current licensure in Early Childhood Education or related field.
3. Experience in Early Childhood Education or related field.
4. Temperament and personality traits suited for work with young children and their parents.
5. Supervisory experience.
6. Basic computer skills.
7. Time-management skills, self-motivation, and good organizational skills.
8. Flexibility and openness to growth.