

# Preschool Teacher Position Trinity Lutheran Preschool Noah's Ark

## Introductory Statement

Trinity Lutheran Church extends its mission of "Serving in Christ's love and sharing the Good News" by offering preschool classes in a safe, caring environment throughout the school year. Noah's Ark Preschool values inclusivity of all children and families, with every child loved and accepted for who they are: a beloved child of God.

## Qualifications

A Noah's Ark Preschool Teacher candidate must have a sense of call and a passion for ministry with preschool age children and their families that is grounded in an appreciation of ELCA Lutheran theology. Commitment comes from an understanding of God's love for us and God's desire for us to be known. Candidates should be willing to grow in their faith through this position.

Specific qualifications should include demonstrated experience in the education field with licensure or certification in early childhood education or a degree in another teaching area with a willingness to continue education in early childhood. Excellence in student/teacher relationships and communication with other preschool staff, families, and students is desired. This person should see this position as a call to ministry with preschool age children and their families.

## Responsibilities

A Noah's Ark Preschool Teacher will encourage, inspire, and nurture children and their families in the love of God, sharing God's love and word through Bible stories, prayer, discovery of God's creation, and relationships with children and families. A key responsibility for all teachers is to learn, understand, and value the culture of Noah's Ark. This includes an appreciation of the value of every child and their family. We strive to be and to raise *peacemakers*, with an emphasis on social/emotional growth within a play-based curriculum. As peacemakers, we strive to treat each other kindly and fairly; to build confidence in using words and listening to one another; to identify conflict and seek to resolve it; to take pride, care, and ownership in our classroom space and materials; and to treat all people as beloved children of God. Our philosophy is one of consistent age appropriate expectations, raising children to become all they are created to be as they participate, play, learn, and prepare for a lifetime of learning.

### **Noah's Ark Teacher responsibilities include:**

1. Work cooperatively with the teaching team to develop, plan, and implement a developmentally appropriate curriculum of discovery, exploration, and peacemaking in God's world.
2. Keep an accurate set of weekly and monthly lesson plans for the preschool curriculum.
3. Daily set up, clean up, and room maintenance which includes creating an age appropriate and safe environment.
4. Daily interaction and positive redirection-type disciplinary environment of assigned small group students and greater classroom community as stated in the Noah's Ark Preschool bylaws, Article XIV.
5. Conference with families concerning their preschool children, both via scheduled Parent/Teacher conferences (including typically one evening) as well as on special occasions when the need arises.
6. Daily team reflection and support with teaching partners.
7. Complete sanitation of toys and materials as needed during school usage.
8. Submit to yearly background checks and fingerprinting as required by the Wisconsin Licensing Rules for Group Child Care Centers, DCF 251.05 (2)(a)(2).

9. Keep your personnel file up to date including a health/physical report upon hiring, all staff records and registry requirements under Wisconsin Licensing Rules for Group Child Care Centers, DCF 251.05, and documentation of continuing education hours as required under DCF 251.05(4)(c).
10. Stay current with first aid techniques and CPR certification every two years as required under Wisconsin Licensing Rules for Group Child Care Centers DCF 251.05(3)(c).
11. Be familiar with student absence policy and emergency evacuation plans for fire, tornado, and missing children as stated in the preschool bylaws, Articles XIII, XV.
12. Be familiar with policies, bylaws, and manuals involving the preschool program.
13. Participate in fund-raising events as determined by the Noah's Ark Committee.
14. Participate in teacher work days for purposes of set-up, planning, professional development, and clean up as dictated in the school calendar including three and a half days prior to student days, teacher work days during the school year (five days for full time or two half days for every class taught for part-time position), and one day at the end of the school year.
15. Create end of the year photo books for small group class students.
16. Participate in an evening parent orientation meeting, generally held one week prior to Labor Day.
17. Participate in the yearly Noah's Ark Sunday and Open Houses held on a Sunday morning and Monday evening in January (dates to be determined yearly).
18. Participate in the annual Spring Party Program, held on two evenings at end of school year

### **Hours of Work**

- 8:00 A.M. – 4:30 P.M. for full day teaching positions or 8:00 A.M. - 12:00 noon or 11:45 A.M. - 3:45 P.M. for part time position on teaching/work days as dictated by the Eau Claire Area School District Calendar and the Noah's Ark Preschool Calendar.
- Additional weekly staff meeting and room set up: 2 hours per week, time to be determined.
- Monthly Preschool Committee meeting (second Tuesday of each month, 7:00 p.m.) and other meetings as determined by the committee.
- Additional events as detailed previously in this document.

### **Work Relationships**

#### **Noah's Ark Teachers shall:**

1. Emphasize and value the fostering of a team-spirit among the Noah's Ark teaching staff.
2. Establish effective relationships with children and their families, fostering and growing a spirit of Christian community.
3. Provide input to the Preschool Committee for developing new strategies for programming and Christian growth for Noah's Ark Preschool.
4. Work cooperatively with all Trinity staff to enhance existing ministries and develop new ones to reach an ever growing and dynamic population within and beyond Trinity.

### **Accountability**

The teacher will work cooperatively and receive support from the Preschool Director of Noah's Ark who will uphold you in prayer. Furthermore, the Preschool Director will strive to assist you in reaching your full potential as you grow in faith and contribute to Trinity's goals for outreach and preschool family ministry. The pastors and ministry directors pledge their support and will work cooperatively with you. Opportunity for review and goal setting will take place on an annual basis with the Preschool Director.