

## **Emmanuel Lutheran Preschool Teacher**

### Position Description

Instruct and care for children (ages 3-5) in activities designed to promote spiritual, social, academic, physical, and intellectual growth in a Christian environment.

Reports To: Preschool Director

Schedule: Part Time – 10 month Salary

Salary: Starting at 14K - Depending on Experience and Education

### Recommended Qualifications and Skills

1. Degree in Early Childhood, Elementary Education, or related field
2. Lutheran/Christian Background
3. Experience with preschool and/or primary age children
4. Ability to communicate and work well with others
5. Certified in Pediatric CPR and First Aid (or willing to take classes)
6. Daycare License obtained through the City of Moscow (application can be completed once hired)
7. Certify that you are in good health
8. Expected to be immunized against communicable disease (including but not limited to Covid-19)

### Responsibilities

1. Plan and lead activities that implement Emmanuel Lutheran Preschool's curriculum.
2. Create, organize and lead activities designed to promote spiritual, social, physical, academic, and intellectual development.
3. Observe, document, and evaluate children's behavior, academic and social development.
4. Meet (at least 1 time per semester) with parents/guardians to discuss their children's progress and needs and suggest ways to promote learning and development.
5. Plan and supervise class visitors, projects, field trips, and special events for enrichment.
6. Monitor daily outdoor playtime (indoor when necessary) to facilitate creative play, motor-skill development, socialization, conflict resolution, safety, etc.
7. Supervise, evaluate, and delegate teacher assistant's duties.
8. Supervise proper hand washing when child is in the restroom and assist children with other bathroom needs when needed.
9. Select, order, and inventory classroom equipment, materials, and supplies.
10. Sanitize, vacuum, and clean classroom equipment, toys, and high touch surfaces daily or more frequently as needed.
11. Develop positive interaction with parents while maintaining open communication. Keep parents informed frequently using multiple formats for communication (email, newsletters, Facebook, calendar, Remind app, etc.).
12. Lead, instruct and participate in monthly safety drills (fire drill and lockdown drill)
13. Provide age appropriate home lessons, resources, and enrichment as needed.

### Other Duties

1. Attend teacher enrichment classes or conferences when appropriate.
2. Attend monthly school board meetings (Sep-May). (Rotating with other teacher)
3. Participate in monthly staff meetings (Sep-May).
4. Assist in after school programs, fundraisers, and social events. ie: Spaghetti feed and auction, preschool Sunday, ice cream social, Christmas Program, graduation program
5. Assist in preschool lessons for Emmanuel Lutheran's Vacation Bible School.

## **Emmanuel Lutheran Preschool Teacher Assistant**

### Position Description

Assist and support the classroom teacher in providing instruction, care and positive role modeling in a Christian environment for preschool aged children (ages 3-5).

Reports To: Supervising Teacher and Preschool Director

Schedule: Part time- approximately 17-28 hours/per week

Wage: \$10/Hour (September-May)

### Recommended Qualifications and Skills

1. Lutheran/Christian Background
2. Experience with preschool and/or primary age children
3. Ability to communicate and work well with others
4. Certified in Pediatric CPR and First Aid (or willing to take classes)
5. Daycare License obtained from the City of Moscow (application can be completed once hired)

### Responsibilities

1. Follow direction and instructions from supervisor teacher.
2. Assist with preparing activities that implement Emmanuel Lutheran Preschool's curriculum.
3. Assist with classroom management.
4. Assist teacher with playground supervision.
5. Help prepare teaching materials- copying, cutting, etc.
6. Supervise proper hand washing when child is in the restroom and assist children with other bathroom needs when needed.
7. Sanitize, vacuum, and clean classroom equipment, toys, bathroom and high touch surfaces daily or more frequently as needed.
8. Develop positive communication with parents.
9. Assist with supervising extended care (before and after school) as needed.

### Other Duties

1. Attend enrichment classes or conferences when appropriate.
2. Participate in monthly staff meetings (Sep-May).
3. Assist in after school programs, fundraisers, and social events.

