

Preschool Lead Teacher Job Description
Shepherd of the Valley Lutheran Church
3100 South Five Mile Road
Boise, Idaho

God's purpose for Shepherd of the Valley is to receive, embody,
and proclaim God's living Word with all.

VISION STATEMENT

Shepherd of the Valley Lutheran Preschool is a fun-loving, Christ-centered preschool that is supportive and respectful to all and is dedicated to excellence.

MISSION STATEMENT

Shepherd of the Valley Lutheran Preschool is a Christ-centered preschool that provides a loving environment, which gives the children the opportunity to learn and grow emotionally, intellectually, physically, socially, and spiritually. The Preschool adheres to the belief that children learn through hands-on experiences and emphasizes how God created each person to be unique and special.

The Preschool adheres to the Purpose Statement and Guiding Principles of Shepherd of the Valley Lutheran Church.

Position: Lead Teacher

Reports to: Preschool Director

Purpose of Position: To plan for and provide a safe, nurturing, and educational environment for preschool aged children that is friendly, warm, and shows the love of God.

Duties and Responsibilities (include but are not limited to):

*Partner with the Assisting Teacher to build a cohesive teaching team

- Implement the school's chosen developmentally appropriate preschool program for children ages 3-4 years old.
- Plan and implement activities which promote intellectual, emotional, social, spiritual, and physical growth according to developmentally appropriate practices
- Follow the curriculum guidelines decided on by the Preschool Board and staff
- Be on duty 30 minutes prior to and 30 minutes after the scheduled class time
- Prepare weekly lesson plans, monthly newsletters, and calendars
- Follow the policies and procedures stated in the Shepherd of the Valley Lutheran Preschool Employee Handbook and Letter of Appointment
- Be familiar with the Parent Handbook, Staff Handbook, and Emergency Handbook (including procedures and protocols)
- Communicate daily with assisting teacher about plans, activities, and students
- Work with assisting teacher to close down the classroom at the end of the week by putting away clean toys and preparing the classroom for church use
- Ensure equipment and facility is clean, well maintained, and safe at all times
- Attend scheduled staff meetings, educational conferences, and teacher training workshops in order to maintain compliance with the Preschool letter of appointment, the State of Idaho, and to improve professional competence
- Provide opportunities for assisting teacher to grow and learn as a professional

***Teach/Supervise Children**

- Ensure children are supervised at all times
- Provide various experiences and activities for children including songs, games, centers, stories, and other activities (including Bible Time) outlined in the curriculum; thematic units can be determined by each individual teacher
- Build children's self-esteem
- Comfort children as needed
- Establish routines and provide positive guidance
- Implement positive/redirected discipline when required
- Clearly and effectively communicate in a manner that children understand
- Communicate frequently with parents, updating them on their child's progress and answering questions
- Prepare an assessment once a year in late winter/early spring

***Communicate with Parents and Members of the Community**

- Discuss children's development with parents
- Discuss identified problems and needs with professionals as appropriate (preschool screening)
- Promote literacy and early education

Qualifications:

- Education:
-College experience or degree in Education is preferred, but not required
- Experience:
-Previous teaching experience preferred and experience working with young children. Should have a practical understanding of early childhood education
- Personal Qualities:
-Be friendly, inviting, self-motivated, even-tempered and adaptable
-Be a team player that contributes and communicates effectively with assisting teacher and other staff members

Other:

- Criminal Background and Fingerprint Check required (paid for by school)
- Complete CPR training every year and First Aid training every other year (provided by school)
- Complete continuing education classes/training as required by the Preschool's licensing agency (provided by school or availability for reimbursement)