



OUR MISSION is to make disciples as we REACH OUT (Mark 16:16), CARE FOR (John 13:34-35), and BUILD people (Ephesians 4:11-13) toward maturity in Christ.

CORNERSTONE LUTHERAN PRESCHOOL MINISTRY STATEMENT The preschool program of Cornerstone Lutheran Church partners with its families to provide opportunities for each child to know the love of Jesus, develop respect for self and others, and to experience the joy of learning in a safe and developmentally appropriate environment. The faculty and staff will nurture the unique gifts of each child in a Christ-centered environment that is designed to educate, inspire, and empower young minds. Opportunities will be provided to assist parents to learn how to foster faith formation at home, support the academic growth of their child, and guide parents to build parenting skills.

## **Job Description for 3's Lead Teacher**

**Responsible to: Director**

### **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT**

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the role of the mission of the preschool.
3. Understand that the lead teacher's first priority is to "teach" the children about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Be a positive, caring person with enthusiasm for caring for children.
5. Attend all staff meetings, attend workshops and seminars whenever possible, and log at least 12 training hours each year.
6. Maintain Red Cross first aid and child and infant CPR certifications.
7. Pass national background check, Tb test and drug screening.

### **STAFF MANAGEMENT**

1. Develop and implement daily lesson plans based upon yearly focus, Indiana Early Learning Foundations and individual needs as assessed.
2. Submit lesson plans to the director at the start of each week.
3. Maintain inventory of equipment and supplies.
4. Plan for and request materials and supplies based up lesson plans and inventory.
5. Supervise and/or prepare materials for each day's activities.
6. Support other staff by being a positive role model and providing guidance when working with each other and children.
7. Meet with other staff (within the room or between shifts) for planning and problem solving.

8. Be punctual.
9. Call the director in a timely manner when ill.
10. Become familiar with and follow policies outlined in the staff manual.
11. Participate in program events outside of the classroom. Examples include but are not limited to Thanksgiving Feasts, Christmas Programs, Mom's Nights, and Dad's Nights.
12. Implement and follow standards related to achieving/maintaining Paths to Quality and National Lutheran Schools Accreditation.

### **CHILD MANAGEMENT**

1. Supervise the management of the classroom schedule.
2. Supervise maintenance of attendance records.
3. Communicate clearly and effectively with children to meet their needs.
4. Provide support and modeling throughout free play opportunities.
5. Execute fire, tornado and lockdown drills according to the emergency plan.
6. Follow positive discipline policies as outlined in the staff manual.
7. Maintain ongoing records assessing the growth and development of each child.
8. Help serve and clean up snacks and lunch for the children.
9. Supervise children as they take care of personal toileting needs, change diapers following diaper changing procedures.
10. Administer first aid when necessary, as trained; report all accidents/incidents on appropriate forms.
11. Administer medicine as prescribed, and sign off on medicine forms.
12. Keep rooms neat and orderly; give attention to unassigned areas, such as corridors, staff room and storage closets, and report any problems to the director.
13. Maintain open, honest, respectful communications with parents, planning for annual conferences; communicate with parents regarding exceptional behavior, accidents, illnesses and discipline.

### **PERSONAL CHARACTERISTICS**

1. Be mentally and physically capable of caring for a group of young children.
2. Be able to kneel, bend, squat, lift, push, pull, and carry children up to 70lbs.
3. Display abilities in planning, coordinating and implementing lesson plans.
4. Demonstrate initiative and competence in working effectively without close supervision.
5. Demonstrate willingness to perform other duties, above and beyond those listed here, as assigned.
6. Have a genuine, Christ-like love for children.

**QUALIFICATIONS:** Associate degree in Early Childhood Education; Child Development Associate Credential (CDA) with at least one year of experience; or bachelor's degree in Early Childhood Education, Child Development or related field