

Job Description – Preschool Teacher

Purpose

To create and carry-out a learning environment and curriculum in accordance with the mission, purpose and learning targets of Christ Lutheran Church Preschool (CLCP).

Essential Functions

- ❖ Maintain a safe & clean learning environment to assure the wellbeing and safety of the children in his/her care
- ❖ Maintain a cooperative attitude of working together with the director, teaching assistant, volunteers & parents in implementing activities.
- ❖ Plan and implement a curriculum that meets the learning targets for children ages 3,4, & 5.
- ❖ Make use of a variety of teaching methods i.e. puppets, music, games, demonstrations...
- ❖ Create and annually use student evaluation form for students continuing to kindergarten.
- ❖ Emphasize the faith, teachings, values of the Evangelical Lutheran Church in America throughout all interactions.
- ❖ Visually maintain and update classroom i.e. bulletin boards, posters, artwork...
- ❖ Attend weekly staff meeting.
- ❖ Attend all field trips as well-as Parent Orientation, Daddy's Night, Christmas Program, Graduation & PEP Team meetings.
- ❖ Attend Preschool Committee meetings upon request.
- ❖ Be available outside of the contracted day for reasonable consultation with student's families.
- ❖ Inform director of supply needs to be purchased.
- ❖ Clearly communicate your needs to Teaching Assistant.
- ❖ Prepare materials and classroom for projects.
- ❖ Assist and encourage children to be independent with basic needs.
- ❖ Always supervise children.
- ❖ Aid children in dealing with medical needs & toileting.
- ❖ Provide guidance for children's behavior.
- ❖ Be aware of students medical or allergy issues.
- ❖ Other duties as assigned by director.

Position Requirements

- ❖ Positively uphold the vision and mission of Christ Lutheran Church in all interactions with parent and community.
- ❖ Know and abide by Christ Lutheran Church's Staff Handbook.
- ❖ Know and abide by Christ Lutheran Church's Safe Haven Policy for Children, Youth and Vulnerable Adults.
- ❖ Maintain professional and confidential standards.
- ❖ Exhibit a genuine nurturing & caring attitude to all children.
- ❖ Help each child become aware of his or her role as an integral member of a group.
- ❖ Active participation in a Christian faith community preferred

Qualifications

- ❖ Education/Work Experience
 - An associate or higher degree with the equivalent of 30 college credits of early childhood education (may be included in the degree or may be in addition to the degree) **and/or**;
 - A valid Washington State teaching certificate with an endorsement in early childhood education or early childhood special education **and/or**;
 - At least two years of teaching experience in a preschool with a willingness to complete some educational requirements upon hire.
- ❖ Must be able to perform all the duties of the position efficiently and effectively.
- ❖ Assist in providing developmental experiences and guidance to the students.
- ❖ Be able to analyze situations and develop and implement effective responses.
- ❖ The ability to act in crisis situations.
- ❖ Excellent interpersonal communication skills.
- ❖ Background check and substance abuse testing clearance.
- ❖ Physical ability to bend, carry, and lift up-to 25 lbs. and work with children outdoors.

Supervision

- ❖ Teacher is supervised and evaluated by the Preschool Director.

Revised 5/19/26