



POSITION DESCRIPTION – CLASSROOM TEACHER

Position Overview

Under the guidance of the Director and administrative staff, the Classroom Teacher will have primary responsibility for providing leadership and accountability in the assigned classroom environment, educating and ministering to children and their families at St. Paul's Early Learning Center (ELC). This person will serve and support this ministry and partner with other staff, in compliance with DCFS (Department of Child and Family Services) requirements and in concert with the purpose, core values, and vision of St. Paul's Lutheran Church and St. Paul's Early Learning Center.

Accountability

The Classroom Teacher reports to the Director and Assistant Director of St. Paul's Early Learning Center, with responsibility to fellow team members, families, and ELC leadership.

Qualifications

The Classroom Teacher will:

- Meet the expectations and requirements pertaining to the position as outlined by DCFS in the Licensing Standards for Day Care Centers Handbook (section 407) such as:
 - Complete and pass the required Background Check
 - Be at least 19 years of age
 - Have a high school diploma or equivalency certificate (GED)
 - Complete sixty (60) semester hours of credits from an accredited college or university with six (6) semester hours in courses related directly to child care and/or child development, from birth to age six OR one (1) year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center and thirty (30) semester hours of credits from an accredited college or university with six (6) semester hours in courses related directly to child care and/or child development, from birth to age six
- Exhibit good physical and emotional health and maturity
- Demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development.
- Demonstrate punctuality, reliability, dependability, and flexibility
- Demonstrate leadership, time management, classroom management, planning, and organizational skills
- Have a personal relationship with Jesus Christ as Lord and Savior and a willingness to share his or her faith with children

Responsibilities

In accord with the values of St. Paul's Early Learning Center, the Classroom Teacher will:

- Maintain all expectations and requirements pertaining to the position as outlined by DCFS in the Licensing Standards for Day Care Centers Handbook (section 407).
- Prepare and implement weekly lesson plans which are beneficial and educational for the children in accordance with age appropriate curriculum and developmental level (including large and small group activities, indoor and outdoor play activities, etc.); encourage an engaging and caring learning environment through singing, storytelling, finger plays, games, etc.
- Prepare and implement a daily (developmentally appropriate) "Jesus Time" lesson/activity in which the children are learning about and connecting with Jesus
- Develop and maintain positive relationships and respectful communication with parents; practice confidentiality as related to ELC families and staff
- Cultivate a healthy and safe classroom environment; maintain a clean and equipped classroom (with assistance from Administrative Staff as needed); implement appropriate redirection and classroom discipline as necessary (in accordance with the discipline guidelines included in the ELC Employee Handbook)
- Complete daily records including time card and attendance, food, and progress reports, etc.
- Participate in monthly staff meetings; complete 15 hours of related training as designated
- Support all policies and procedures as outlined in the ELC Employee Handbook
- Perform other duties as necessary; support the team and remain flexible with day to day demands