



Preschool Teacher
Hope Christian Preschool
Job Description:

The staff person shall seek to fulfill the mission statement and vision of Hope Lutheran Church through excellence in leading all aspects associated with the preschool classroom ministry. They must see this position as a ministry to and with the staff of Hope Lutheran Church, and to all the people served by Hope.

OUR MISSION:

Sharing the hope of Jesus with a world in need of hope.

WHO WE ARE:

With the power and love of the GOSPEL, the Good News of Jesus Christ, we - the people of Hope:

GATHER – in worship

GROW – in love

GIVE – in service

GO – sharing the hope of Jesus with a world in need of hope

We are called by Jesus Christ to make disciples, not members. However, we do believe that belonging to a community of believers that participate in Life Groups, Bible Study, Worship and owning Christ's mission is part of the discipleship process. We encourage everyone who calls Hope their home to go through the Participating Membership Process to help you take your next step to being a fully-devoted follower of Christ. Please refer to our website, www.sharethehope.org, and search on "membership process" for FAQ's and additional information on the Participating Membership Process.

Our Purpose for Preschool:

To offer all children of the community a caring and meaningful Christian educational setting. A place where children will have positive learning experiences during their preschool years. As a ministry of Hope Lutheran



Church we look to provide the children with opportunities to learn about God’s love and grace while allowing them grow in their own unique way.

Accountability:

This staff person will be primarily accountable to the Director of Children’s Ministries. He/she will be expected to be a team player and good communicator with all teaching staff, Hope employees, ministry leaders, volunteers, and parents. The Preschool Teacher will work with the classroom Teacher Assistant to establish a classroom that is spiritually based, educationally sound, and child centered.

Gift Mix:

❖Faith	❖Teaching
❖Helps	❖Serving
❖Leadership	❖Administration

Employment Category:

The Preschool Teacher position is a Part-Time, Non-Exempt (hourly) position.

Qualifications:

- Must have a vital relationship with God in Jesus Christ through the Holy Spirit and worship at Hope Church on a regular basis; participation in a Life Group is desirable.
- Must feel called (lead) to the position, have a love for children, be passionate about ministry with youth, and have a heart for reaching the lost with the gospel.
- Must have a growing relationship with Christ, a love for Scripture, and be able to communicate the truths of God's word clearly and effectively.
- Well-documented hands-on experience working with children in a school or childcare setting, must include at least one year with preschool children.



- Be especially able to relate to children through communications and teaching style while providing a calm and loving environment for the children to play and learn.
- Strong interpersonal communication skills (written and verbal) with ministry leaders, staff, volunteers, and parents.
- Must be a self-starter, as well as a team player, with strong initiative, work ethics, and the ability to manage multiple duties.
- Must be innovative and creative in his/her approach to the ministry.
- Must have a teachable heart.
- Must be able to make decisions in a fast-paced environment that is always changing.
- Must be organized and have demonstrated time management and administrative skills.
- Be a constant learner and always seeking to grow spiritually.
- Minimum 2-year degree in Early Childhood education or equivalent certificate/training in Early Childhood education.

General Ministry Responsibilities and Requirements:

- Provide Christ-centered, biblically-guided leadership for children's ministries; which supports the mission, vision and philosophy of ministry of Hope Church.
- Support the goals and objectives of the Hope's Christian Preschool ministry.
- Search the Word to have a Biblical foundation.
- Be an encourager of the children in all that they do and the parents - communicating frequently and enthusiastically.
- Be an encourager of other staff and be a team player.
- Is expected to be present for Morning Prayer (8:30 AM) on all assigned morning work days.

Specific responsibilities include but are not limited to:

- As a professional always work to establish and sustain a preschool program of excellence for the children and community.



- Prepare lesson plans and activities daily:
 - Create new or update prior material to ensure relevant lessons, crafts, and activities are being offered each week that enhance the week's lesson and encourage academic and spiritual growth.
 - Update all plans and activities as needed to be sure the learning style is being met each year.
 - Ensure lesson plans will achieve academic goals based on Hope Christian preschool curriculum.
 - Allow children to be creative.
 - All activities and lessons stay within the guidelines of HCPS for consistency in learning within the preschool.
- Work together with the other Teachers, Teacher Assistants, and the Preschool Director to establish consistent educational goals and objectives throughout the ministry.
- Teacher and Teacher Assistant are responsible for maintaining all procedures, lessons, crafts, and activities so that we present a consistent program for all the families.
- Work with the Teacher Assistant to choose/create crafts for the department when applicable.
- Strive to participate in at least one local in-service workshop or in-house continuing educational opportunity.
- Each Teacher will be assigned one "teacher" duty, which will be either for the school year or on a rotating basis. This may include, but is not limited to: ordering storage room supplies, ordering paper and other large supply orders, choosing age appropriate crafts for the department, monitoring work room organization.
- Provide an atmosphere that challenges the children while encouraging them to grow in their own unique way.
- Supervise and ensure the safety and well-being of the children at all times. If harm is eminent, remove/act on safety concerns immediately. This would include but is not limited to:
 - Children's behavior that could become a safety or serious discipline issue.
 - Broken toys, a wet floor, broken or unsafe equipment; including the playground and gym.
- Is alert to the needs and/or problems of the children as individuals and as a group.
- Shares information with the Teacher Assistant regarding knowledge of special needs or problems of the individual children and ensures that the Teacher Assistant is aware of any parent comments or concerns.



- Anticipate classroom problems and concerns and take steps to correct and improve the situation.
- Ensure all preschool policies are being followed daily.
- Remain current in CPR, First Aid, and child abuse detection and prevention.
- Reports any case of suspected child abuse or neglect to the Child Abuse Hotline or to Director of Children's Ministries.
- Attend all meetings and school-related events.
- If responsible for the children that are not potty trained, follow proper preschool policies for such duties as:
 - Changing diapers and/or pull ups
 - Assisting children with changing clothes if necessary
- Each Teacher will do at least one scholastic book order per year.
- Required to work summer camp, if needed, which is held in June.
- Teacher is primarily responsible for room layout, taking into consideration space needed for safety and comfort.
 - Keep storage room and bathrooms clean, neat and orderly.
- If needed, must be available for Summer Camp.
- Works with the Teacher Assistant to maintain the room and equipment in good condition:
 - To set up and take down the classroom at the beginning and end of school year, for any church events that require sharing the room, special day celebrations, parties, and any other need for the classroom to be redecorated throughout the school year.
 - Replace broken or unsuitable toys throughout the year.
 - Rotate toys and activities regularly, at least every other month.
 - Helps to clean equipment and set up all rooms at the beginning of the year.
 - Helps to clean and put away all equipment at the year end.

As part of the classroom leadership team portrays the following work ethics:

- Maintains confidential information.
- Is friendly and communicative with parents and intentional about establishing professional parent/family connections.



- Works together with Teacher Assistant to establish relationships with families and assist with children who may need extra help or attention.
- Subs for another teacher, providing the time does not conflict with their regular teaching time.
- Supports the Teacher Assistant by helping with daily duties if necessary. Especially with complicated crafts that require a significant amount of cutting or prep work.
- Be proactive to assist in the classroom whenever necessary in any way that promotes a smooth stress free day for the children.
- Provide a calm and loving environment for the children to learn and play.
- Work as a team player with other Teachers/Teacher Assistants and other preschool staff on special days.
- Show leadership/mentoring abilities by portraying kindness and patience when working with new and veteran staff.
- Offer opportunities throughout the day to share God's love with the children.

Physical Requirements/Environmental Conditions:

Work requires sufficient physical strength, agility, endurance, dexterity and hand-eye-foot coordination to perform all essential duties. Work requires sitting for long periods of time, standing, walking, stooping, kneeling, crawling, bending, turning, reaching, and balancing. Requires physical exertion to manually move, lift, carry, pull, or push objects or materials.