

Trinity Evangelical Lutheran Church
1330 Thirteenth Street
Moline, IL 61265
309-762-3624

POSITION DESCRIPTION

Position: Preschool Teacher/Assistant Director

Shared Expectations of all Trinity Staff:

All Employees of Trinity are expected to demonstrate open hearts, growing minds, and faithful spirits as they enthusiastically share their gifts and the gifts of others. Each employee is expected to embrace the spirit of Trinity's ministry with a supportive perspective and have a personal theology consistent with our Christian heritage and traditions. These expectations will be demonstrated through maintaining strict confidentiality and discretion while relating with others in a courteous, respectful, and compassionate manner in a positive team environment.

Position Overview:

Blessed Beginnings Preschool is an outreach ministry of Trinity Evangelical Lutheran Church. As part of the Blessed Beginnings Preschool Team, the Teacher/Assistant Director is responsible for the general supervision and management of the preschool program. This individual acts as the Director of the Preschool in the Director's absence. He/She is also a teacher and is responsible for the general supervision, teaching, and management of the classes which are typically 14-16 children between the ages of three and five.

Reports to: Preschool Director
Supervises: n/a
FLSA status: Non-Exempt

Principal Responsibilities:

1. Planning, implementing, and evaluating the curriculum in accordance with the Blessed Beginnings Preschool's purpose and philosophy.
2. Keep a written plan of daily class activities.
3. Set up and maintain an appropriate classroom for young children.
4. Keep up-to-date developmental records of children in the classes.
5. Report to parents about children's progress on a regular basis.
6. Provide written guidelines for substitutes.
7. Give guidance and direction to the teacher assistant and volunteers.
8. Comply with all personnel policies adopted by the Blessed Beginnings Preschool Board and Trinity Evangelical Lutheran Church.

9. Take part in professional continuing education.
10. Together with the Director, help plan curriculum that is age-appropriate, Christ-centered, and meets the stated purpose of early childhood development programs.
11. Maintain age appropriate indoor and outdoor areas for children which reflect a Christian environment.
12. Assist in the supervision of classroom, building, and equipment maintenance as it relates to the Blessed Beginnings Preschool.
13. Represent Blessed Beginnings Preschool in congregational activities.
14. Keep attendance records and maintain classroom schedules.
15. Promote Blessed Beginnings Preschool in the congregation and the community.
16. Other duties of which he/she is capable of performing that may be assigned by the Preschool Director.

Position Qualifications:

1. High School Diploma or GED required. A minimum of 12 semester units in early childhood education or a current valid Child Development Associate (CDA) is strongly desired.
2. Experience as an early childhood teacher is preferred. The ability to mentor staff members in teaching situations is desired.
3. The person should have knowledge of the Christian teachings of the Evangelical Lutheran Church in America (ELCA).
4. The individual must be sensitive and mature and able to relate well to both children and adults.

Working Conditions and Physical Demands:

Typical classroom environment with occasional lifting of over 25 pounds required. Corrected vision and hearing in normal range required for relating to children, parents, visitors, and guests. Requires manual/finger dexterity and eye-hand coordination. Requires the ability to deal with stressful situations and children.

Approved by: _____

Date: _____