

Little Blessings Pre-School – 4K Lead Teacher

Summary

The 4-Year-Old Kindergarten (4K) Teacher provides a safe and nurturing environment for children that encourages their social, emotional, physical and cognitive development. The teacher will plan, design, and implement a developmentally appropriate curriculum for children enrolled in the 4K program. The Lead Teacher will comply with all licensing and Verona Area School District requirements, follow families' cultural values and practices in caring for their children, exhibit respect for parents and reinforce their vital role as the primary educator of their children, and assure the environment is clean and safe. Criminal background checks will be performed on each applicant.

Eligible Benefits:

- 401 (k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance

Schedule:

- Day shift (Monday to Friday)

Education:

- Bachelor's (Preferred)

License/Certification:

- CPR Certification (Required)
- Teaching Certification (Required)

Work Location:

- In person

Essential Functions

The following list of duties and responsibilities includes but is not limited to:

- Familiarity with state licensing rules.
- Works closely with teachers and staff to create learning plans and programs to meet state and federal requirements and parent's expectations.
- Meets with parents and teachers to keep parents up to date on their child's development and progress, including discussing ways to address any learning or behavioral issues, in a professional, caring way.
- Follows and updates guidelines set up in the Little Blessings Preschool policy manual and family handbook. Also aware of applicable guidelines found in Good Shepherd's Employee Handbook.
- Makes sure the Verona location is safe by working with the facilities director to remove hazards and make sure safety equipment is available and working. Ensures the facility is clean and orderly.
- Maintains and manages student information, billing, and parent communications in the preschool's Brightwheel app.
- Works in collaboration with the Verona School District's Pre-K (4K) program in the management and daily operations of the 4K classroom.
- Keeps staff and children files updated.
- Checks injury logbook twice a year.
- Supports an anti-bias curriculum.

Competencies

- A love for children and a passion for watching them grow.
- Great work ethic
- Detail oriented, with an ability to multi-task
- Maintains confidentiality.
- Accepts the teachings and confessions of Christian faith.

- Sincerely enjoys working with young children.
- Accepts responsibility and follows through on assigned duties.
- Respects the basic rights of each child, family, and staff member.
- Participates in all school activities.
- Has reliable transportation to get to and from work.
- Must have a warm and friendly personality, be sensitive to the feelings and needs of others and be able to relate well to children, families, staff, and community.
- Demonstrate effective listening, oral and written communication skills

Position Type & Classification

- This is a full-time, non-exempt position eligible for overtime compensation. This person reports to the LBPS-Verona Director.

Required Education and Experience

- Must possess a bachelor's degree in early childhood education, or Elementary Education that includes 18 credits specifically related to ECE.
- DPI certification in ECE or related DPI cert. or the ability to become DPI certified is required.
- Must secure Registry certificate within 90 days of employment.
- Ability to apply Early Childhood Development theory in daily classroom activities and adapt to the individuals needs of children.

Additional Eligibility Qualifications

None required for this position.

Equal Employment Opportunity Employer

The church is an Equal Opportunity Employer. Except as otherwise allowed by law, it is the church's policy and practice not to discriminate against any person based upon his or her race, color, creed, citizenship, national origin, ancestry, age, sex, marital status, sexual orientation, disability, arrest or conviction record, members in the national guard, state defense force or any military reserve component, or any other classification protected under applicable federal, state, or local law. Where reasonable accommodation is necessary to allow qualified individuals with known disabilities to perform the essential functions of their job, the church will make such accommodations unless doing so would result in an undue hardship to the church.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This person oversees the staff of the Little Blessings Pre-School at Good Shepherd's Verona campus.

Signatures

This job description has been approved by all levels of management.

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Supervisor_____ Date_____