



Holy Spirit Lutheran Preschool

Job Description

Job Title	Preschool Teacher
Hours	Part-Time, Non-Exempt
Reports To	Director of Children & Family Ministries
Primary Function	Assist the teachers in the classroom with activities, interacting with the children throughout the class and day, and general classroom management.

Principal Duties and Responsibilities

Teaching

- Serve as a teacher for children enrolled in designated classes.
- Assist lead teachers as necessary throughout class time.
- Work in harmonization with the lead teachers and staff.

Classroom Management

- Demonstrate a positive and friendly attitude with the children, parents, and caregivers.
- Assist the children throughout the day with crafts, putting on and removing outerwear, transitioning between activities, cleaning up stations, gross and fine motor activities, and other learning experiences.
- Interact with the children and help them engage with other children.

Administrative

- Assist with classroom set-up and take down throughout the year.
- Assist with classroom furniture transition for different classes.
- Report needs and concerns to the Preschool Lead Teachers and/or Director of Children & Family Ministries.
- Report damaged toys, equipment, safety hazards, injuries, or incidents to the Preschool Lead Teachers and/or Director of Children & Family Ministries.
- Participate in continuing education opportunities annually.
- Attendance at monthly staff meeting is mandatory.

Additional Responsibilities

The scope, responsibility, and compensation for this position may expand with the growth of Holy Spirit Lutheran Preschool ministries.

Knowledge, Skills and Experience

- Strong communication skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Highly ethical and committed to interacting with honesty and trustworthiness.
- Demonstrated ability to relate well to individuals and groups with widely varying backgrounds, perspectives, education, and skills is required.
- Excellent work record, superior communication, and cooperation required.
- Become and remain compliant with CPR & First Aid Certification

Core Competencies

All employees of HSLC are required to be able to work effectively with church staff, lay leaders, members, and the general public. Each employee is expected to demonstrate the following core competencies and values:

- A sincere commitment to and inclusion of all individuals, consistent with Holy Spirit Lutheran Church's vision and mission statement
- Protection of confidential information
- Understanding and respect of professional and personal boundaries
- Open and timely communication
- Work collaboratively with staff, volunteers, and church community
- Commitment to support and empowerment of volunteers
- Adaptability to changing roles and job challenges
- Become and remain compliant with Holy Spirit Lutheran Church's Safe Haven Policy; and satisfy annual background check

Working Conditions

- While performing the duties of this job, the employee is frequently required to sit, stand, lift, carry, move about, hear, and speak. Performs majority of work in the preschool and playground, sitting, standing, and sitting on floor as necessary.
- Lifts or moves 25 to 50 pounds and may assist or move children with greater weight when required to intervene in child safety issues.
- The employee may be exposed to infectious disease as carried by others.
- While performing the duties of this job, the employee works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.
- School hours, additional meetings, and on-call availability for substitutions.



Holy Spirit Lutheran Church
Compassionate. Challenging. Inclusive.

Mission Statement

We are called by the Holy Spirit to proclaim and embody the compassionate, challenging, inclusive love of God revealed in Jesus Christ.

Holy Spirit Lutheran Church & Preschool is an equal opportunity employer. This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Signature _____ Date _____

Revised 01/19/2021