



TRINITY LUTHERAN CHURCH
JOB DESCRIPTION – EARLY CHILDHOOD EDUCATOR

Employment Opportunity: FT & PT Early Education Teachers (infants – preschool)

Reports to: Director of Early Childhood Ministries (Shannon DeVos)

Location: *(Trinity Early Childhood Academy, 614 Badlands Rd, Hudson, WI 54016)*

Job Summary:

Flexible employment opportunities for Full and Part Time employment for Early Education Teachers. Trinity accommodates children from infants through the preschool years and is in need of nurturing, loving teachers and teacher assistants in all classrooms. Pay will be based on qualifications and on prior teaching experience.

Principle Duties & Responsibilities:

1. Plan and conduct daily experiences for the children based on Trinity Early Childhood Academy objectives and goals. Prepares all materials required to conduct and carry out planned program. Prepare daily and long range lesson plans enriching the curriculum with outside resource materials.
2. Promote and supervise activities which enhance the emotional, social, intellectual, physical and spiritual development of each child.
3. Supervise all activities including snack time and outdoor play to insure safety of each child at all times. Report all major accidents to the Director. Record all minor accidents in the classroom safety log.
4. Provide and maintain a neat organized classroom; assist in the set-up and take-down of the classroom; take responsibility for upkeep of educational equipment and materials. Assure

equipment is accessible and appropriate, and in good condition. Provide visual displays for classroom.

5. Maintain records of progress of each child's growth and development. Discuss progress with child's parents. Participate in one (1) scheduled conference with parents, or more as needed. Keep all information about children and parents confidential.

6. Attend and participate in staff meetings and staff in-service as scheduled. Participate in year-end evaluation of program. Provide Director with suggested budgetary items as needed.

7. Follow personnel policies of Trinity Early Childhood Academy as established by the Board of Trinity Schools. Familiar with and follows all school policies, fire plans and first aid procedures.

8. Assist with special projects as needed.

Qualifications:

Experience

* Within each one (1) year period after assuming position of teacher, complete 25 hours of early childhood training

* Continuing education as approved by Director. (This includes 10 hours of in-service during staff meetings within the Trinity Lutheran Church organization).

* Associates or BA/BS in Early Childhood is preferred but not required

Knowledge, Skills, Abilities

* Good communication skills

* Ability to work cohesively with team members

* Member of a Christian Church

* Good organization skills

* Ability to handle multi-tasks