



JOB DESCRIPTION FOR TEACHER

1. PURPOSE OF THE POSITION

The Teacher is responsible for ensuring a safe and developmentally appropriate preschool program in accordance with all relevant legislation, policies and procedures. A healthy, positive spirit creates a good learning environment for the students and staff.

The teacher will be respectful of children and parents and ensure that equipment and facilities are clean, safe and well maintained. Failure to provide adequate services may place children at risk. The teacher will model the school Mission Statement and follow protocol stated in the Little Angel Preschool Staff Information & Procedures Handbook.

2. REQUIREMENTS

- a. Be at least 18 years old.
- b. Know how to operate a computer and maneuver online websites/apps and emails.
- c. Be organized, including compiling files, manuals, and lists.
- d. Be outgoing and self-starter.
- e. Complete tasks and projects in a timely manner.
- f. Ability to pay close attention to detail.
- g. Be a person of Christian faith.
- h. Pass the DHS background check.
- i. Fit one of the requirements in this DHS chart below.

DHS Teacher Qualifications	
Column A	Column B
(1) A high school diploma or commissioner of education-selected high school equivalency certification	Experience: 4,160 hours as assistant teacher Education: 24 quarter credits
(2) Diploma from Association Montessori Internationale; preprimary credential, primary	Experience: 2,080 hours as assistant teacher, aide, or student intern

<p>diploma, or provisional certificate from the American Montessori Society, without a baccalaureate degree</p>	<p>Education: 12 quarter credits</p>
<p>(3) Preprimary credential, primary diploma, or provisional certificate from the American Montessori Society; or diploma from the Association Montessori Internationale with a baccalaureate degree</p>	<p>Experience: 1,040 hours as assistant teacher, aide, or student intern Education: no additional required</p>
<p>(4) Minnesota technical institute certificate as a Child Development Assistant</p>	<p>Experience: 2,080 hours as an assistant teacher Education: six quarter credits</p>
<p>(5) Child Development Associate credential (center based or family day care) for preschool or for infants and toddlers from the Council for Early Childhood Professional Recognition</p>	<p>Experience: 1,560 hours as assistant teacher, aide, or student intern Education: no additional required</p>
<p>(6) License from the Minnesota Department of Education for Prekindergarten Associate; or a certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education</p>	<p>Experience: 1,040 hours as assistant teacher, aide, or student intern Education: six quarter credits</p>
<p>(7) Baccalaureate degree from an accredited college or university in any field</p>	<p>Experience: 1,040 hours as assistant teacher, aide, or student intern Education: 18 quarter credits</p>
<p>(8) License from the Minnesota Department of Education for elementary education without kindergarten endorsement</p>	<p>Experience: 520 hours as assistant teacher, aide, or student intern if teaching children under school age Education: six quarter credits within one year of initial employment if teaching children under school age</p>
<p>(9) License from the Minnesota Department of Education for prekindergarten/nursery, or a license from the Minnesota Department of Education for elementary education with a kindergarten endorsement</p>	<p>Experience: no additional required Education: no additional required</p>

3. TRAINING

- a. Staff Orientation (including drug and alcohol training, Abusive Head Training, Emergency Preparedness Plan and Risk Reduction Plan) upon hire and annually thereafter.
- b. 2 hours of Child Growth and Training within 90 days of hire, unless already fulfilled this DHS requirement.
- c. Complete the annual in-service hours required by DHS.

4. RESPONSIBILITIES

- a. Job assignments will be determined and assigned by the director.
- b. Non-Contact Time
 - i. Non-Contact (NC) Time is a time for a teacher to prepare lessons, activities, respond to emails, change room layout and materials.
- c. Phone calls and miscellaneous matters which can't be accomplished during office hours.
- d. Develop and implement a developmentally appropriate preschool program for young children
 - i. Plan lesson based on the provided curriculum and schedule the respective age level. Plan and implement culturally appropriate activities to meet the physical, spiritual, emotional, intellectual and social needs of the children in the program, providing various experiences and activities including songs, games, and storytelling.
 - ii. Develop activities that introduce math, literacy, science and Christian faith concepts.
 - iii. Plan 1 full project regularly in which each area is tied together by STEAM XL In God's Love.
 - iv. Provide healthy snacks which meet the State of Minnesota guidelines. List student allergies in the food prep area.
 - v. Provide adequate equipment and activities.
 - vi. Ensure equipment and the facility are clean, well maintained and safe at all times.
 - vii. Provide monthly schedules of activities to parents and Director.
 - viii. Be familiar with emergency procedures.

- ix. Perform safety drills in accordance with federal, state and county laws, as well as per the Annual School Calendar as provided by the director.
 - x. Plan, implement and attend school holiday programs.
 - xi. Work with the director to plan and implement student field trips when appropriate. Create and disperse field trip permission slips.
- e. Supervise children in the preschool
- i. Ensure children are supervised at all times.
 - ii. Build children's esteem.
 - iii. Comfort children.
 - iv. Establish routines and provide positive guidance.
 - v. Provide a safe and secure environment for children to feel comfortable. Make sure classrooms are in compliance with DHS requirements, including locking all 3 storage areas.
 - vi. Implement positive discipline when required.
 - vii. Clearly and effectively communicate in a manner that children understand.
 - viii. Observe children and make note of progress.
 - ix. Integrate special needs children in a positive and respectful manner.
- f. Communicate with parents and members of the community
- i. Discuss children's development with parents, hold parent/teacher conferences as per the state of Minnesota regulations, keep conference records in each student's portfolio file.
 - ii. Communicate with parents as to build esteem and compassion.
 - iii. Discuss identified problems and needs with professionals as appropriate.
 - iv. Keep parents informed of program expectations, program activities and their child's progress, including special programs like holiday programs and field trips.
 - v. Participate in community activities and fundraisers as assigned by the director.
- g. Supervise aides and volunteers
- i. Organize and complete morning prayer with staff and volunteers before students arrive.

- ii. Coordinate with aides as to program needs (project supplies, gym setup/take down)
- iii. Discuss any staff issues with the Director
- h. Maintain program administration in relation to duties
 - i. Develop and maintain current, accurate student portfolios (optional)
 - ii. Develop daily activity plans.
 - iii. Submit monthly teacher report to the School Board in regards to program updates.
Teachers have voice but no vote.
 - iv. Attend meetings twice a month with the director.
 - v. Post pictures of students and projects on Facebook.
 - vi. Keep classrooms in a clean and orderly manner.
 - vii. Dress appropriately for the representation of the school.

5. STAFF EVALUATIONS

- a. Evaluations of employee performances will be completed annually by the Director.

ADOPTED: 8/6/2019