

King of Kings Lutheran Church

Cedar Rapids, IA

Job description: Infant and Toddler Lead Teacher

I. PURPOSE

To provide a loving, caring Christian environment and education that promotes children's spiritual, intellectual, and social-emotional development.

II. BIBLICAL PRINCIPLES

"Train up a child in the way he should go and when he is old, he will not depart from it." Prov 22:6

"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matt 19:14

III. GENERAL RESPONSIBILITIES

1. Model and practice the Christian faith, as defined by LCMS Lutheran beliefs.
2. Understand, support, and apply the Mission, Vision and Core Values of King of Kings Childhood Education Center.
3. Plan classroom curriculum for our youngest learners in coordination with the CEC Director to ensure a well-rounded and cohesive program.
4. Implement healthy and developmentally appropriate practices that promote good hygiene and safety.
5. Follow policies and protocols as outlined in the CEC Staff Handbook.
6. Arrive promptly and regularly, with limited absenteeism.
7. Develop and maintain a cooperative and harmonious relationship with the CEC Director and other staff members supporting each other in performing daily teaching, childcare and tasks.
8. Communicate parent concerns to the CEC Director in a timely manner.
9. Remain flexible in adjusting work tasks and schedule when necessary based on enrollment.
10. Love God, and love children.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Provide a loving, caring Christian environment and promote the child's spiritual, social, personal, and emotional development.
- B. Plan and teach appropriate curriculum activities to promote cognitive and creative growth.
- C. Assess developmental progress using Teaching Strategies Gold by taking observations on a regular basis.
- D. Create weekly lesson plans as outlined by the CEC Director.
- E. Manage and follow individualized sleeping and eating schedules in collaboration with families.
- F. Ensure children maintain a clean and well cared for appearance.
- G. Oversee, support, and collaborate with your Assistant Teacher(s) and other staff.
- H. Maintain rapport and professional, clear communication with parents.
 - a. Develop and complete daily reports to be reviewed and sent home at pickup
 - b. Share relevant changes to care or concerns
- I. Keep a safe, clean, and organized classroom environment free of safety hazards at all times.
- J. Ensure classroom routines and expectations align with the CEC program's mission, vision, and values, are consistently implemented, and positively impact overall classroom management.
- K. Attend all faculty meetings and required professional training courses.
- L. Complete required reports, records, and forms accurately and on time.
- M. Other duties as assigned by the CEC Director.

V. Reporting Structure

- A. The Teacher reports to the CEC Director.

VI. Required Skills, Knowledge and Abilities

- A. Be an active member of an LCMS congregation or be a committed Christian willing to be trained in LCMS doctrine by actively participating in the Pastors' New Member class as soon as it is offered.
- B. Demonstrate strong organizational and multi-tasking skills and the ability to delegate.
- C. Able to maintain confidentiality.
- D. Minimum Associate's degree in Child Development or a high school graduate with 2 years of full-time early childhood experience in an infant or toddler classroom; a Bachelor's degree in Early Childhood Education, Child Development, or Elementary Education is preferred.
- E. Pass initial and periodic state and Federal criminal background checks.
- F. Physical Abilities
 - 1. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach.
 - 2. Must be able to lift to 40 pounds and move/react quickly to ensure the safety of children.
 - 3. Must be able to get down to the child's level and be on the floor.
- G. Mental Abilities
 - 1. This role requires the ability to manage several requests and situations at one time.
 - 2. The work environment is active and noise levels vary from quiet to loud, indoor and outdoor activities.

VII. Mission, Vision and Core Values for the Childhood Education Center are adopted from King of Kings Lutheran Church. Only the Vision statement is slightly altered to reflect the specific focus of the Childhood Education Center.

CEC Vision statement: **A caring community bringing Christ to children and families.**

VIII. Work Hours and Benefits

- A. The position of Lead Teacher is full time working a minimum of 40 hours per week.
- B. The position is salaried with compensation determined by the Governing Board based on the educational background and experience of the person.
- C. Benefits are as explained in the Employee Handbook for full time, non-called employees.