



St. John Lutheran School

Ignite the love of learning, **Infuse** the Word of God, **Inspire** tomorrow's leaders.

Early Childhood Teacher Job Description

Qualifications:

- Must have a Bachelor of Science in Education Degree, Associate Degree in Child Development, or equivalent
- Be WELS synod certified, actively working towards completing the certification, or willing to complete certification
- Ability to work proficiently in a diverse, multi-cultural setting
- Effective oral communication and interpersonal skills
- A desire to actively support the ministerial objectives of St. John Lutheran Church and School

Professional Characteristics:

- Loves children
- Tactful and courteous
- Team player
- Punctual
- Professional
- Patient
- Exemplary Christian role model for pupils and parents
- Neat presentable appearance

Role Definition:

- To assist the administrator in carrying out his responsibilities, the faculty at SJLS is expected to do the following:
- Keep the administrator advised of all important classroom information, discipline matters, and departures from usual routines
- Conduct his or her classroom in a manner that meets the objectives of the school and follows its curriculum.
- Conduct his or her classroom in a manner that does not interfere with any other classroom.
- Follow biblical principles when dealing with staff or other personal conflict problems.
- Support the efforts and direction of the administrator in a spirit of Christian service (I Corinthians 12:28-29).
- Freely discuss any feelings and opinions regarding school policy during faculty meetings in a spirit of Christian love and respect.

- Be continually aware of their responsibilities as members of a team ministry.
- Support one another in our mutual ministry to the children.
- Be responsible for the supervision of all children in the school.
- Be prompt and diligent in fulfilling all duties and responsibilities.
- Follow the policies, guidelines, and procedures established for the smooth operation of the school.
- Faithfully execute the duties assigned by the administrator
- Stay current on educational theory.
- Inform the administrator of all expenditures prior to purchasing them for classroom use.
- Faithfully document discipline problems, parental conversations, accidents or anything else worthy of documentation so as to protect yourself and the school from litigation.
- Be present at all faculty Bible Studies, devotions , and meetings unless permission has been granted to be absent by the administrator prior to the scheduled meeting.

Reports to:

The administrator

If responding:

Please submit resume or equivalent documents to the following email address for consideration: stjlsw@gmail.com **attn: Tim Raddatz**. Please include “EC Job Opening” in the subject line to assure it finds its way to the right location. This is an immediate position for the upcoming 2018-2019 school year. It is a full time teaching position (3/4 F.T.E = the length of a full school year.)

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