

Christ the Vine Job Description Kindergarten Teacher

IMMEDIATE SUPERVISOR: Director

Philosophy:

- We at Christ The Vine Lutheran School integrate God's Word and Christian values with student learning so that they may see purpose in their lives and feel a strong sense of personal worth
- We believe in supportive and nurturing relationships between teacher/teachers, teachers/students, student/students, and teachers/parents
- We strive for an environment of trust and respect between staff, students, and parents
- We believe that children thrive in an environment where they feel safe and are active, curious learners
- We believe it is our responsibility, as educators, to be alert to signs of children's readiness to learn and to provide them with the opportunities and support they need to develop
- We offer a supportive work environment, with team building and continuing education

GENERAL DUTIES:

The Kindergarten teacher is responsible for implementing a Christ focused, child-centered, developmentally appropriate program for children in kindergarten.

ESSENTIAL REQUIREMENTS:

- A master's degree in education from an accredited college or university is preferred. A bachelor's degree in education from an accredited college or university is acceptable
- A belief that we are saved by the grace of God, which in itself is a gift
- Maintain current Infant/Child First Aid, AED and CPR training
- Enrollment in Central Background Registry
- Complete assigned Ministry Safe trainings
- Demonstrates command of oral and written English Language
- Demonstrates effective time management
- Demonstrates the ability to work and communicate with students, parents, and school personnel
- Maintains integrity of confidential information relating to students, families, and staff
- Ability to work collaboratively with others
- A thorough understanding of child development and educational methods

ESSENTIAL RESPONSIBILITIES

- Develop and implement an environment suited for young children
- Plan, prepare and implement curriculum and developmentally appropriate experiential learning experiences for kindergarten
- Develop and implement enrichment lessons for the Kindergarten classroom
- Provide and supervise ample outdoor time
- Maintain classroom safety and cleanliness
- Manage and direct teaching assistants (if applicable)
- Manage and direct parent volunteers (if applicable)
- Purchase materials and maintain classroom supplies
- Respond to parent calls/emails within 48 hours
- Meet with prospective families
- Hold an open house at least once a year for prospective families to tour
- Maintain an educational file for each student
- Observe and evaluate students' social emotional and academic progress
- Communicate with parents to address concerns about classroom behaviors
- Integrate Biblical principles into the curriculum and classroom
- Use a variety of teaching methods and aids to reach all student learners effectively and creatively
- Collaborate with other educators

- Annual completion of all required safety trainings
- Administer report cards/annual assessments

- Maintain a substitute folder

- Attend staff meetings as requested

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of our goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

This job requires:

R - Rarely (Less than .5 hr per day)
per day)

F - Frequently (2.5 - 5.5 hrs per day)
day)

NA - Not Applicable

O - Occasionally (.5 - 2.5 hrs

C - Continually (5.5 - 8 hrs per

Physical Requirements	NA	R	O	F	C
Sitting			X		
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling			X		
Crouching (bend at knees)				X	
Stooping (bend at waist)				X	
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching overhead			X		
Reaching extension		X			
Repetitive use arms			X		
Repetitive use wrists			X		
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		

Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.				X	
*Lifting/Carrying Maximum weight: 40 lbs.				X	

WORKPLACE EXPECTATIONS

- Work effectively with and respond to people from diverse cultures or backgrounds
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Maintain the integrity of confidential information relating to students

EMPLOYEE STATEMENT

“I have reviewed the above position description and understand its contents”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the school regarding the requested accommodation(s)”

Employee Name (print) _____ Date _____

Employee Signature _____ Date _____