



## Preschool Teacher Job Description

<b>Job Title:</b>	Pre-K Teacher
<b>Responsible to:</b>	Early Learning Director
<b>School Year</b>	2024-2025
<b>Organizational Classification:</b>	Full-Time Faculty
<b>FLSA Classification:</b>	Exempt / Salaried

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*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

**I. Scope of Responsibilities:** The preschool teacher will be responsible for planning and executing daily lessons, developing and/or implementing curriculum, provide a safe learning environment, and promote critical thinking skills and resiliency within a biblical framework.

**II. Essential Responsibilities:** (These essential responsibilities are those the individual must be able to perform unaided or with the assistance of reasonable accommodation.)

### A. Duties

1. Teaches domains in all the Indiana Early Learning Standards for younger/older early learners.
2. Instructs students in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school.
3. Develops a balanced program involving factual background material, material on current events, discussion time, and other appropriate activities designed to encourage students to develop skills and attitudes, draw conclusions, achieve improved interpersonal relationships, and make value judgments based on scientific methods of inquiry.
4. Provides individual and small group instruction in order to adapt the curriculum to the needs of students with varying intellectual abilities, attitudes, and cultural backgrounds.
5. Establishes and maintains standards of student behavior needed to provide an orderly, and productive environment during class.
6. Selects and requests books, and instructional aids, and maintains inventory records as required.
7. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve health, attitude, and learning problems.
8. Communicates with parents and ELA Director on student progress.
9. Participates in curriculum and other developmental programs.
10. Participates in early learning committees, meetings and special events.
11. Maintains professional competence through in-service education activities provided by the school and in self-selected professional growth activities.
12. Develops biblically-integrated curriculum.

#### IV. Performance Areas:

##### A. Job Effectiveness

1. Knowledge: Demonstrates job knowledge, understands how his/her work relates to the department and organization. Possess knowledge of all tools, equipment and resources most useful to the position.
2. Organization: Plans and organizes work, demonstrates dependability and good attendance, makes effective decisions, effective problem solving/demonstrates good judgment, handles multiple tasks simultaneously.
3. Results: Achieves needed results, takes responsibility, and communicates adequately and effectively.
4. Biblical Integration: Plans biblical integration into daily lesson plans and executes lessons within the framework of a biblical worldview.

##### B. Personnel Relations

1. Interpersonal Skills: Shows respect for others, actively builds trust, demonstrates honesty/fairness. Maintains appropriate levels of confidentiality. Gives credit to others, routinely expresses positive feedback and gratitude, understands others' perspectives, supports diversity and understands related issues.
2. Teamwork/ Conflict Resolution: Actively applies teamwork principles, supports the goals of others. Keeps short accounts, seeks productive means for resolving conflicts, shows loyalty to those not present, and avoids backbiting and gossip.
3. Biblical Tenets: Approaches teaching responsibilities with Christ-like humility and accountability for oneself and students. Affirms Christian tenets in teaching and personal interaction with peers and students.

##### C. Organizational Success

1. Customer & Organizational Orientation: Makes student needs a priority, treats students with respect, and displays mission-mindedness. Shows support and respect for the institution, management, policies and procedures, and the community lifestyle statement.
2. Continuous Learning: Actively develops job related knowledge & skills and increases knowledge about the organization, flexible/adaptable to change, demonstrates creativity/innovation in work.

#### V. Job Requirements:

- A. General**: Individuals must possess the knowledge, skills, and abilities listed or be able to explain and demonstrate that they can perform the essential responsibilities of the job, with or without reasonable accommodations in order to safely perform the essential responsibilities of the job.
- B. Physical**: Must be able to perform the following: talking, hearing, and seeing. Must have sufficient manual dexterity to be able to operate all office equipment including, but not limited to: computers, copy machines and telephones.
- C. Mental**: Must be able to reason, analyze, prioritize, conceptualize, make judgements, and solve problems.

## **VI. Qualifications:**

### **A. Minimum:**

1. Bachelor's Degree in education (or other major approved by the ELA Director) or equivalent work experience.
2. Ability to communicate the mission and vision of Lakeland Christian Academy.
3. Proven organizational skills, and ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
4. Effective oral and written communication skills.
5. Strong Christian faith, commitment and volunteer service experience.
6. Affirms LCA's Statement of Faith.

### **B. Preferred:**

1. 1-3 years teaching experience.
2. Indiana state teaching license or ASCI certification.