

First Lutheran Church of Richmond Beach
First Lutheran Preschool & Kindergarten
18354 8th Ave. N.W.
Shoreline, WA 98177
206-546-0320

JOB DESCRIPTION: KINDERGARTEN TEACHER

ESSENTIAL FUNCTIONS:

- Planning, supervising and implementing the designated program for the class, in accordance with the policies, philosophy and curriculum of First Lutheran School. Keep a weekly and monthly schedule in writing. Be responsible for all major classroom decisions such as discipline and programming and communication with parents and colleagues. Keep in close communication with the director for any special problems, needs or suggestions.
- Foster a positive, co-operative atmosphere between yourself and the rest of the First Lutheran staff.
- Maintain a professional and positive attitude towards students, parents and colleagues.
- Be responsible for the ordered arrangement, appearance, decor, and learning environment of the classroom.
- Attend and participate in scheduled devotional, staff meetings, in-service days, and other scheduled events deemed necessary by the school board or director.
- Attend one major conference such as WAEYC or ELEA March Conference and at least one other educational opportunity during the year for professional growth. Conferences are paid for through the preschool budget, when possible, First Lutheran Preschool & Kindergarten will provide all or a portion of the registration fee for other conferences.
- Know and utilize procedures for responding to an emergency situation.
- Schedule and conduct Parent/Teacher conferences at least twice a year.
- Assume an equal share of the joint housekeeping responsibilities of the staff as defined by the director.
- Formulate, implement and individualize the program and curriculum to meet the individual needs of students based on his/her cultural, socio-economic, social and academic background.
- Treat students, families and colleagues with dignity and respect.

- Help each child to become aware of his/her role as an integral member of a group.
- With the director, promote and publicize the half- day kindergarten program at First Lutheran School
- Foster vigorous knowledge and communication of all facets of the half day program to parents through conferences, phone-calling, and e-mail.
- Inform the Director in a timely manner if unable to be at school so that arrangements can be made for a substitute.
- Take advantage of opportunities to nurture your own personal spiritual growth.
- Compile and maintain a Personal Portfolio for ELEA purposes and yearly staff evaluation.

CLASSROOM DUTIES:

1. With the Children
 - supervising children
 - supervising outside and or in the large muscle room
 - working in small groups
 - reading to the children
 - interacting with the children
2. General Chores:
 - set up the learning environment with Assistant Teacher
 - general housekeeping chores
 - planning and prep (long with team) days art activities
 - rotation of cleaning art towels and paint smocks with assistant teacher
 - rotation of cleaning in the general storage area which includes equipment storage shelves, teacher staffroom, outdoor play shed, and workroom
 - be on hand 45 minutes before and half hour after class
 - plan for the observations and assessments of children in classroom

MEETINGS:

- Attend and participate in monthly staff meetings
 - these meetings are extra paid time 2 hrs./month
 - weekly team meetings
 - daily devotions
- Attend and participate in all parent events your class is a part of, Parent Orientation, Meet the Teacher Days, Getting to know you day, Dad's/Parents nights, School Celebration Sunday, Christmas Programs, Open House/Art Walk & Ice Cream Social, Special Person Celebration, Mother's Day Tea, Author's Day, Parent/Teacher Conferences and any other days deemed necessary by the Director or School Board.
- Attend and participate in start of school and end of year planning, beginning of the year set up, end of year clean-up, and any other days deemed necessary by the Director or School Board.

- Plan monthly with other age group teachers, themes, projects and other classroom activities.

EDUCATION and/or EXPERIENCE:

- Needs to be friendly, inviting, self-motivated, even-tempered and adaptable
- BA in Education, with a K-8 endorsement & Teaching Certificate, or Masters Degree in Elementary Education
- Able to plan and execute curriculum for early learners
- Ability to work congenially with other adults
- Knowledgeable about basic elements of the Christian faith
- Able to sign the statement of faith for First Lutheran Church
- Pass Background check, TB Test (results every 3 years, keep on file in office)
- First Aid Certification

MENTAL AND PHYSICAL REQUIRMENTS:

- The following description is representative of the Physical requirements that must be met by an employee to successfully perform the essential functions of the job:
 - Frequently moves or lifts up to 40 lbs. (children, carrying or moving equipment)
 - Maybe required to move more than 40 lbs. during an emergency situation when preventing a fall or assisting an injured child/adult
 - Physically and mentally react appropriately and immediately to unexpected circumstances
 - Able to stoop and bend to interact on child's level
 - Able to interact and communicate with children on the playground/classroom i.e. run, jump, dance, demonstrate physical exercises
 - Specific vision abilities required by this job include distance and peripheral vision
 - Use cd player and other hands on materials such as puppets, read stories and play games with small (child appropriate) size pieces
- Age appropriate language is to be used at all times. Professional language will be used when communicating with parents
 - Able to read, analyze and interpret general child development periodicals, professional journals, governmental regulations or ELEA accreditation materials
 - Able to effectively present information and respond to questions from teachers, parents and general public
- Reasoning Ability
 - Must be able to take initiative. The constant activity of the children requires that many areas of the classroom be constantly maintained. It is the job of staff to see the needs and act on them.
 - Each child has their own needs and desires. Staff must evaluate what those needs are. It is important not to jump to conclusions regarding a child or their family
 - Able to solve practical problems and deal with a variety of concrete variables
 - Able to interpret a variety of instructions furnished in written, oral, diagram

or schedule form.

Supplemental Functions

The teacher shall

- Arrange, supervise and/or help with field trips, speakers, parent activities and open houses arranged to enhance learning.
- Utilize educational opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for director and board in the school.
- Perform any other duties which may be assigned by the director and/or board.
- Rotate the cleaning of art towels and paint smocks with other staff.
- Rotate the cleaning of the general storage area which includes the toy shelves, Staff room, outdoor shed and community areas in the preschool office

HOURS:

M-F 8:15 AM - 1:30 PM or M-F 11:30 - 4:30

MEETINGS:

- Plan Monthly curriculum providing director with a yearly outline of curriculum give copy of monthly planning to director
- Meet with parents as requested.
- Attend all monthly staff meetings
 - these meetings are extra paid time 2 hrs./month
 - bring ideas for all school functions
- Attend parent events when arranged by director

TRAINING AND EXPERIENCE:

- B.A. in Education with a K-8 endorsement & Teaching Certificate, Masters Degree in Elementary Education
- Ability to plan and execute grade level appropriate curriculum for Kindergarten.
- Ability to work congenially with other adults.

- Background in Christian teaching; knowledgeable about basic elements of the Christian faith.
- Able to sign the statement of faith of First Lutheran Church.
- Be willing to attend workshops and seminars, classes, and readings to enhance professional development.

DAILY SCHEDULE:

To be determined by the half day kindergarten teacher and then reviewed and approved by the director of First Lutheran School

OUTSIDE OF REGULAR CLASS DAY:

- Maintain professional attitude and loyalty to the school at all times.
- Prepare monthly calendar reflecting classroom schedule of events and special activities
- After school hours as needed for conferences or schedules events
- Attend functions sponsored by the Pre-school to include but not limited to: Open House, Parent orientation, Pumpkin carving, Harvest Festival Christmas Programs, ELEA Conference, 1 other educational opportunity per year.
- Work with director as needed
- Provide director with items for the monthly newsletter
- Prepare progress reports, October, January, and May.
- Attend planning meeting usually in May or June and again in August for whole staff evaluation of program.

SALARY:

Base salary per hour \$24.00, along with education and experience, paid prep, hours, set up, staff meeting, evening meeting and conferences. Final salary range \$\$28,000.00 + (DOE)

MISCELLANEOUS ITEMS:

- Curriculum: If new curriculum needs to be purchased, request may be made to the Director and Board. Fundraising may be needed for these purchases. Curriculum will

meet Washington State standards for Kindergarten.

- School supplies will be paid for through the school budget (a small supply list can go home in September.)
- Classrooms will be shared space with Preschool and FLRB classes.
- Field Trips: Parents may need to accompany students on field trips or arrange drivers with other parents. The FLRB bus can be used to transport also.
- Students will eat lunch/heavy snack at school.
- Staff Meetings, Before School set up, End of school clean up, evening parent/child gatherings and in-service days, are approved by the board in the summer and figured into final salary package.
- Lead teachers in each classroom receive \$75.00 per class twice a year for petty cash expenses. Larger purchases will be made by the director with board approval. Each lead teacher is allotted \$100.00 per class twice a year for photo processing for end-of-the year books.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Printed name

Staff Signature

Director

Director Signature

Revised 3/18