

King of Kings Early Learning Center

Job Description

Position:	Early Learning Center Teacher (ELC)	Reports To:	ELC Director
Salary Range:	Competitive and fair (1 Tim 5:18)	Hours:	School year, based upon program needs; FLSA exempt
Clearances:	Registration with Family Care Safety Registry	Certification/Licenses:	State certification in early childhood or elementary education

Job Goal: Serve the congregation and ELC ministry by collaborating and presenting the fundamentals of the Lutheran faith and preparing children for kindergarten.

Experience and Qualifications

The ideal candidate will have:

- Bachelor's degree in Early Childhood or Elementary Education
- Strong organizational and preparedness skills
- Experience working with children and parents
- An active worship and prayer life
- Excellent communication skills
- Self-Motivation

Primary Duties and Responsibilities

- Work in collaboration with the Director and Aide to:
 - Create developmentally appropriate lesson plans
 - Assess student learning with a variety of tools
 - Conduct parent-teacher conferences in the fall and spring semesters
 - Keep students engaged in learning activities
 - Provide positive reinforcement to all students
- Communication
 - Contact parents through phone calls, face-to-face meetings, event reminders, and monthly newsletters
 - Maintain a professional working relationship with the ELC Director and staff
- Meetings, Training and Activities
 - Attend necessary meetings and training programs
 - Attend church and community activities to promote the Early Learning Center
- Policies & Procedures:
 - Follow policies and procedures outlined in the Early Learning Center handbook
 - Follow all health department guidelines
 - Report any suspected case of child abuse to the director and the Clay County Family Division
- Perform other duties as assigned

Physical Demands

- Ability to walk up and down steps
- Ability to kneel and sit on the floor
- Light to moderate lifting of supplies
- Cleanup of bodily fluids