

JOB DESCRIPTION TITLE: TEACHER of the 4s CENTER FOR YOUNG CHILDREN

REPORTS TO: Mutual Ministry Committee and Director of CYC

Qualifications: The candidate should hold a degree, preferably in Early Childhood Education with at least one year's experience working in an Early Childhood setting.

The candidate should be an active member of a Christian congregation and be supportive of the mission and ministry of Saint Paul Lutheran Church.

The candidate should be supportive of the use of the Classical Christian Education model.

Performance Responsibilities:

1. A commitment to the philosophy of the Center for Young Children as established by the Philosophy Handbook.
2. To be responsible for the long-range planning and daily planning.
3. Conduct an educational program for the 4 year-olds that is enriching mentally, spiritually and physically Monday through Friday 9 am to 2 pm.
4. To arrange for at least one individual parent conferences per school year.
5. To keep each child's progress on file for use in a positive way at the individual parent conference.
6. Set up and clean up the 4 year old classroom.
7. Meet weekly with the Director and monthly with the staff.
8. Maintain confidentiality.
9. Any and all additional responsibilities necessary for the functioning of the 4 year old classroom at the Center for Young Children.
10. Maintain daily positive communication with the parents.
11. School hours for this position are 6 hours per day Monday through Friday Attendance will be expected at other CYC events throughout the year, including but not limited to: Back to School Nights, School Open House sessions, Graduation ceremony, and CYC Sunday.
12. The Teacher will keep all required certifications up to date: CPR and First Aid bi-annually and criminal background clearances tri-annually. (All costs related to certifications are paid by Saint Paul Lutheran Church.)

Philosophy: Saint Paul Lutheran Church Trinity Road Center for Young Children (CYC) is a nurturing *Christian* preschool open to the public. The preschool program is based on developmentally appropriate practices for three and four year old children. Academics focus on preparing children for school success and lifelong learning. Children are given opportunities for developing skills to become capable, caring contributors to their family and community. The Center for Young Children is a safe and loving environment where children will experience an enriching Christian based curriculum that fosters spiritual, emotional, physical and academic development.