

Early Childhood Teacher

Trinity Waconia Child Care (TWCC) | Waconia, MN

Status: Full-Time (Exempt), Benefits-Eligible

Schedule: Monday-Friday (Flexible shift between 7:00 am-5:30 pm)

Reports to: Trinity Waconia Child Care Director

Position Purpose

The TWCC Teacher is a vital leader within Trinity Lutheran Church & School's outreach ministry, serving specifically within Trinity Waconia Child Care (TWCC). Grounded in our purpose to provide a Christ-centered education that engages, equips, and empowers students to reach their God-given potential as servant leaders for Jesus, this role leads daily programming for children ages 33 months to 5 years old in the full-day child care program. Working collaboratively with the TWCC Director and staff, the Early Childhood Teacher creates an engaging, nurturing environment where young learners grow academically, socially, and spiritually.

Key Responsibilities

1. Curriculum & Classroom Instruction

- **Developmental Programming:** Collaborate with the other teachers to implement and maintain a developmentally appropriate curriculum that supports each child's physical, emotional, social, intellectual, and spiritual growth.
- **Resource Preparation:** Prepare engaging, hands-on educational materials that foster student independence and multi-dimensional development.
- **Environment Maintenance:** Ensure a healthy, safe, clean, and organized classroom environment conducive to positive learning and exploration.
- **DHS Compliance:** Maintain daily program operations in full alignment with TWCC policies and State of Minnesota DHS Rule 3 standards.

2. Student Growth & Child Care

- **Relational Care:** Cultivate strong, supportive relationships with each child through intentional interaction, active listening, and Christ-centered encouragement.
- **Assessment & Observation:** Regularly observe, evaluate, and record each child's developmental progress across emotional, physical, social, spiritual, and intellectual domains.
- **Crisis Management:** Demonstrate authority, confidence, and calm leadership during emergency situations or classroom crises.

3. Communication & Partnership

- **Parent Engagement:** Establish and nurture positive, open relationships with parents, providing regular updates on student progress and classroom activities.
- **Director Collaboration:** Communicate consistently with the TWCC Director regarding classroom dynamics, child development updates, staff news, and long-range program goals.
- **Confidentiality:** Maintain strict confidentiality regarding student, family, and staff information at all times.

4. Teamwork & Professional Growth

- **Staff Culture:** Encourage fellow staff members through a positive attitude, collaborative spirit, and team-first mindset.
- **Team Engagement:** Regularly attend and actively participate in scheduled staff meetings to align on program updates, team goals, and professional development.
- **Continued Learning:** Stay current with continuing education requirements set by DHS Rule 3 and remain informed on evolving early childhood education trends and best practices.
- **Program Support:** Participate in staff orientation and perform other duties as assigned to support program stability and continuity.

Required Skills & Qualifications

Professional & Regulatory Qualifications

- **Educational Background:** Professionally credentialed/prepared in Early Childhood Education or Child Development.
- **DHS Rule 3 Qualified:** Meets all teacher qualification requirements set by the State of Minnesota Department of Human Services (DHS Rule 3).
- **Background Check:** Successful completion of a State of Minnesota DHS Background Study prior to start date.

Personal & Physical Qualifications

- **Devoted Christian Role Model:** An active, committed follower of Christ who models Christian maturity, grace, and sensitivity for children, families, and team members.
- **Communication:** Strong interpersonal and verbal communication skills across diverse age groups (children, parents, and colleagues).
- **Physical Capability:** Emotionally, intellectually, and physically equipped to meet the active demands of early childhood care, including the ability to lift and carry up to 50 lbs.

Equal Opportunity Employer Statement

Trinity Lutheran Church & School is an Equal Opportunity Employer. We are committed to providing a workplace that is inclusive and accessible for individuals with disabilities, in full compliance with ADA standards. If you require reasonable accommodations during the application or employment process, please contact Katie Dickison at katie.dickison@trinitywaconia.org.

9503.0031 DIRECTORS. Subpart 1. General requirements for a director. A director must: A. be at least 18 years old; B. be a graduate of a high school or hold an equivalent diploma attained through successful completion of the general education development (GED) test; C. have at least 1,040 hours of paid or unpaid staff supervision experience; and D. have at least nine quarter credits or 90 hours earned in any combination of accredited courses in staff supervision, human relations, and child development. **Subp. 2.** Additional requirements. If a director functions as a teacher or develops or revises the child care program plan, the director must meet the qualifications of a teacher specified in part 9503.0032.

9503.0032 TEACHERS. Subpart 1. Teacher qualifications, general. A teacher must be at least 18 years old and meet the qualifications in subpart 2 with the following exceptions: A. A registered nurse or licensed practical nurse is qualified as a teacher for infants only. B. A registered nurse may be used to meet the staff-to-child ratios for a teacher for sick care in a center licensed to operate a sick care program. **Subp. 2.** Teacher education and experience requirements. A teacher with the credential listed in column A must have the education and experience listed in column B.

Column A	(1) A high school or General Education Development (GED) diploma	Column B	Experience: 4,160 hours as assistant teacher Education: 24 quarter credits (16 semester credits)
	(2) Diploma from Association Montessori Internationale; preprimary credential, primary diploma, or provisional certificate from the American Montessori Society, without a baccalaureate degree		Experience: 2,080 hours as assistant teacher, aide, or student intern Education: 12 quarter credits (8 semester credits)
	(3) Preprimary credential, primary diploma, or provisional certificate from the American Montessori Society; or diploma from the Association Montessori Internationale with a baccalaureate degree		Experience: 1,040 hours as assistant teacher, aide, or student intern Education: no additional required
	(4) Minnesota technical institute certificate as a Child Development Assistant		Experience: 2,080 hours as an assistant teacher Education: six quarter credits
	(5) Child Development Associate credential (center based or family day care) for preschool or for infants and toddlers from the Council for Early Childhood Professional Recognition		Experience: 1,560 hours as assistant teacher, aide, or student intern Education: no additional required
	(6) License from the Minnesota Department of Education for Prekindergarten Associate; or a certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education		Experience: 1,040 hours as assistant teacher, aide, or student intern Education: six quarter credits (4 semester credits)
	(7) Baccalaureate degree from an accredited college or university in any field		Experience: 1,040 hours as assistant teacher, aide, or student intern Education: 18 quarter credits (12 semester credits)
	(8) License from the Minnesota Department of Education for elementary education without kindergarten endorsement		Experience: 520 hours as assistant teacher, aide, or student intern if teaching children under school age Education: six quarter credits within one year of initial employment if teaching children under school age
	(9) License from the Minnesota Department of Education for prekindergarten/nursery, or a license from the Minnesota Department of Education for elementary education with a kindergarten endorsement		Experience: no additional required Education: no additional required

9503.0033 ASSISTANT TEACHERS. Subpart 1. Assistant teacher qualifications, general. An assistant teacher must work under the supervision of a teacher. An assistant teacher must be at least 18 years old and meet the qualifications in subpart 2 with the following exceptions: A. A registered nurse or licensed practical nurse is qualified as an assistant teacher for infants only. B. A registered nurse may be used to meet the staff-to-child ratios for an assistant teacher for sick care in a center licensed to operate a sick care program. **Subp. 2.** Assistant teacher education and experience requirements. An assistant teacher with the credential listed in column A must have the education and experience listed in column B

Column A	(1) High school diploma or General Education Development (GED) equivalency	Column B	Experience: 2,080 hours as an aide or student intern Education: 12 quarter credits (8 semester credits)
	(2) Minnesota license as a family day care or group family day care provider Experience: 2,080 hours as a licensed family day care		Experience: 2,080 hours as a licensed family day care or group family day care provider Education: 12 quarter credits (8 semester credits)
	(3) Diploma from Association Montessori International or preprimary credential, primary diploma, or provisional certificate from the American Montessori Society		Experience: 520 hours as an aide or student intern Education: 3 quarter credits
	(4) Minnesota technical institute certificate as a Child Development Assistant		Experience: 520 hours as an aide or student intern Education: no additional required
	(5) Two years full-time postsecondary education from a college or university		Experience: 1,040 hours as an aide or student intern Education: nine quarter credits (6 semester credits)
	(6) Child Development Associate credential, center based or for family day care, from the Council for Early Childhood Professional Recognition		Experience: no additional required Education: no additional required
	(7) Baccalaureate degree in any field from an accredited college or university		Experience: no additional required Education: nine quarter credits (6 semester credits)
	(8) Certificate or credential for a two year program in child development or early childhood education at a Minnesota community college or technical college		Experience: no additional required Education: no additional required
	(9) License from the Minnesota Department of Children, Families, and Learning for Prekindergarten Associate		Experience: no additional required Education: no additional required