

School Age Care Lead Teacher

Trinity Lutheran School | Waconia, MN

Status: Part-Time (Non-Exempt)

Schedule: Approximately 15 hours/week, Monday-Friday | 2:30-5:30 pm

Reports to: School Age Care Director

Position Purpose

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, the School Age Care Lead Teacher is responsible for implementing a stimulating, safe, and caring after-school environment for students in grades K–5. Working under the direction of the School Age Care Director, the Lead Teacher helps implement purposeful daily programming—including engaging group activities, snack time, and active recreation—that supports students' spiritual and social growth during out-of-school hours.

Key Responsibilities

1. Program Development & Classroom Instruction

- **Activity Design:** In collaboration with the Director and team, organize and implement age-appropriate activities that encourage creativity, exploration, collaboration, and spiritual growth.
- **Environment Maintenance:** Ensure a clean, organized, and safe physical environment. Cooperate with custodial staff regarding room care and safety.
- **Facility Security:** Supervise daily opening and closing procedures, ensuring proper sign-in/sign-out tracking, classroom reset, and secure locking of facility doors.

2. Student Care & Culture

- **Christian Discipleship:** Establish a positive Christian environment by modeling a Christ-like attitude and integrating faith into daily activities.
- **Relational Care:** Foster an atmosphere of respect, acceptance, and empathy that nurtures student self-esteem and Christian growth.
- **Classroom Management:** Exercise loving, consistent classroom management, maintaining discipline and order while keeping children safe
- **Emergency Response:** Maintain safety standards and demonstrate calm, decisive leadership during crisis or emergency situations.

3. Communication & Partnership

- **Parent Engagement:** Establish and maintain warm, open, and transparent relationships with parents through daily contact and regular updates.

- **Leadership Alignment:** Communicate consistently with the School Age Care Director and School Principal regarding program decisions, student needs, and daily operations.
- **Confidentiality:** Maintain strict confidentiality regarding student, family, and staff information at all times.

4. Teamwork & Professional Growth

- **Staff Leadership:** Provide positive leadership, encouragement, and support to co-workers and program support staff.
- **Team Engagement:** Regularly attend and actively participate in scheduled staff meetings to align on program goals and updates.
- **Program Support:** Perform other assigned duties as needed to ensure smooth, high-quality program operations.

Required Skills & Qualifications

Professional & Regulatory Qualifications

- **Education & Experience:** Associate Degree in Education (or related field) preferred, or equivalent experience in child care and school-age programming.
- **Safety & First Aid:** Current First Aid and CPR certification (or willingness to obtain upon hire).
- **Background Check:** Successful completion and clearance of a 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.
- **Leadership & Communication:** Strong interpersonal and verbal communication skills, with a proven ability to lead team members and partner effectively with parents and school staff.
- **Problem-Solving & Initiative:** A self-starter with good judgment, strong organizational skills, and the ability to discern and resolve daily operational challenges effectively.
- **Physical Capability:** Emotionally, intellectually, and physically equipped to actively engage with school-age students, maintain safety supervision, and lift 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 Dickson at katie.dickson@trinitywaconia.org.