

## Noah's Ark Preschool Teacher Job Posting

Join us in planting seeds of Christ's love in the lives of our preschoolers.

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The purpose of **Noah's Ark Preschool** is to provide the children of our congregation and community with a quality Christian education in a safe and caring environment. We strive to provide an education that builds and nurtures the whole child, including their spiritual, intellectual, emotional, social and physical development. We believe that each student is a unique and special child of God. We seek to build a partnership with parents and families in hopes that we can work together to build a strong foundation of faith and knowledge in each student.

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### Summary of the Position

The lead teacher position would teach students in our 3- & 4-year-old classes. The lead teacher would work with the director and other staff to provide quality, caring Christian education for our preschool students. All staff are asked to support and carry out the Mission of Noah's Ark Preschool.

*Proverbs 22:6 "Train up a child in the way he should go; even when he is old he will not depart from it."*

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### Overview of Responsibilities

**Hours:** 20 – 25 hours per week in the 2025-2026 school year following scheduled class days and times

#### Curriculum & Classroom:

- Teach the Word of God and particularly the Gospel message of Jesus Christ as our crucified and risen Savior.
- Teach the required curriculum for the assigned grade level.
- Plan yearly, monthly and weekly goals and objectives in written form. Work with preschool staff and director to layout themes, curriculum and rotating materials between classrooms. Yearly goals and scope and sequences of lessons will be laid out during staff training in August.
- Based upon the lesson plans and inventory, plan for and request materials and supplies during the monthly staff meeting. Manage classroom funds responsibly with administrative approval.
- Supervise and/or prepare materials for each day's activities and provide subplans when necessary.
- Encourage critical thinking, life-long learning, creativity and risk taking.

- Maintain an environment that is Christ- centered, warm, welcoming and encourages a love of learning. Relate instruction to the Christian objectives of the school whenever possible
- Teachers will maintain an orderly, age- appropriate classroom, neat work area, and organized supply closets.
- Teachers will create, maintain, and change centers and bulletin boards on a regular basis according to their objectives and themes as stated in their curriculum plans.
- Be willing to grow professionally through educational readings, attendance at workshops or participation in graduate-level courses according to the continuing education policy. Teachers and assistants may have the opportunity to attend conferences as the yearly budget allows.
- Adapt lessons to meet individual student needs. Create and implement developmentally appropriate lessons for a varied range of student needs.
- Create lessons that are student-centered, based in content, stimulating, innovative, enhanced with appropriate technology, inquiry-based and fun.
- Teachers will formally assess and evaluate the students twice a year with a progress report and at least one parent/teacher conference. Informal assessments will be made on a regular basis, using check list, notes and portfolios. Portfolios will be presented to parents at the end of the year for them to keep.
- Employ a variety of assessment methods (work samples, anecdotal records, portfolios, etc.).
- Implement best practice strategies in instruction, technology and assessment.

#### **Licensing:**

- Maintain good licensing standards. Follow daily licensing guidelines and protocol and complete record-keeping procedures. This includes but not limited to:
  - Supervise the management of the classroom schedule.
  - Supervise maintenance of attendance records in the classroom.
  - Maintain lunch and snack records for allergies
  - Execute and maintain records for fire, tornado and lockdown drills.
  - Follow positive discipline policies as outlined in the staff manual.
  - Directly supervise children outside.
  - Supervise children as they take care of personal toileting needs.
  - Administer first aid, when necessary, as trained; report all accidents/incidents on appropriate forms.
  - Administer medicine as prescribed and sign off on medicine forms.

#### **Nurturing:**

- Cultivate relationships with students and families. Communicate regularly with parents in written form, electronically and personally.
- Conduct parent conferences and orientation meetings at the times designated.

- Value and respect the individual worth, dignity, and God-given talents and abilities of each individual student.
- Support other staff by being a positive role model and providing guidance when working with each other and children. Serve as a role model to fellow teachers, prospective teachers and the learning community.
- Maintain effective Christian discipline in the classroom as outlined in the school handbook.

**Witnessing:**

- Conduct oneself as a professional educator at all times.
- Conduct oneself as the school's public relations voice at all times.
- Participate in activities and programs sponsored by the class/department/school during and after school hours.
- Work collaboratively with preschool and church staff when opportunities are presented for the benefit of all students in the school.
- Be involved in the worship life of the parish and become involved in some parish activities when possible.
- Seek to continually grow spiritually through Bible study and prayer

**Required Qualifications:**

- An active faith and love for Jesus Christ
- A passion for sharing the gospel with children and their families
- A bachelor's degree in Education, or an equivalent, preferable Early Childhood Education.
- Certified by the state or taking steps toward such certification in the area of responsibility.
- Must comply with the requirements specified by the Minnesota Department of Health and Human services (Rule 3)
- First Aid and CPR certified for infant and child. (Will be provided to you if needed)

**Pay:** Starting at \$19.00 per hr.