

Lutheran Church and School of Messiah
Grand Junction, CO

Job Description

Preschool Director/Instructor (Preschool and Pre-Kindergarten)

I. Theological Agreement

1. Maintain commitment to the Bible as the inspired Word of God, the three ecumenical creeds, and the Lutheran Confessions in the Book of Concord as the correct exposition of the Gospel of Jesus Christ
2. Participate in regular Word and Sacrament ministry as offered at this church, and maintain faithful and regular personal devotion life and Bible study
3. Support the Office of Holy Ministry: the Pastors as Shepherds of the flock; the ministry team in the LCMS congregation and school ministry of Lutheran Church and School of Messiah
4. Participate in Messiah congregational activities and governance

II. Qualifications/Characteristics

1. Baptized and Confirmed member of the LCMS
2. Graduate of an LCMS synodical college or university (or Colloquy)
4. Early Childhood Education prescribed coursework, training, and experience
5. Demonstrated verbal and written communication skills; able to speak confidently before groups
6. Demonstrated interpersonal skills; confident and effective in working with parents

III. Classroom Instruction – Environment

1. Teach the children the Gospel of Jesus Christ; nurture them in the Christian faith, monitoring and guiding their daily behavior.
2. Insure a safe, clean, and comfortable classroom setting for the children; teach and provide good hygiene, good manners, and respect
3. Develop and enhance memory skills through instruction, music, and activities
4. Facilitate regular communication with the parents
4. Maintain confidentiality of individual students, parents, and families.
5. Direct and supervise all teacher aides and volunteers: Select all teacher aides, and in consultation with the principal, make all appointments, subject to background checks; recommend all volunteers to the principal for required background checks.
6. Explore and nurture any evangelism opportunities among students and their families

III. Classroom Instruction – Curriculum

1. Review the curriculum annually and recommend revisions, additions, and corrections, as necessary
2. Prepare lesson plans and all instructional materials for delivery of classroom instruction
3. Conduct direct classroom instruction and delivery of the daily curriculum
4. Conduct student assessment, formal and informal, to shape student learning
5. Authorize student promotion as appropriate, and communicate specific needs for promotions and retentions.
6. Hold Parent-Teacher conferences quarterly, but additionally as needed (by parent or teacher request)
7. Recommend special needs assessment as necessary, and implement any resultant special needs programming on-site as is feasible; be available for off-site consultation when necessary.

Revision (11-16-11) - subject to approval by Board of Parochial Education and Call Committee

IV. Faculty Responsibilities

1. Attend all faculty meetings, inservice, and workshops
2. Provide supervision for the children during recess and lunch
3. Supervise the children at choir presentations during worship services
4. Monitor early childhood facilities and equipment and advise the principal and office manager regarding needed repair or replacement
5. Utilize the technology available to enhance classroom instruction, and become familiar with and competent in the use of newer technological developments
6. Attend PTL Meetings; encourage parent involvement; make reports and/or presentations as requested
7. Work with the faculty and share responsibilities for common supervision
8. Inventory supplies, equipment, resources, and classroom library materials annually; develop a plan for new and replacement texts and materials; submit recommendations and requests
9. Organize, store, and closedown classroom for the summer according to school practice

V. Personal and Professional Growth, Development

1. Attend annual Rocky Mountain District Professional Workers' Conference
2. Read and review current literature on early childhood education
3. Be familiar with learning styles, special needs, and best practices in student learning
4. Secure and maintain appropriate credentialing: Identify continuing education opportunities and request approval to attend

VI. Finally, ...

1. To assume any additional responsibilities as may be assigned by the Principal or Board of Parochial Education