



**Child Care Teacher
Ministry Description
St. Paul Lutheran Early Childhood Center, Sheboygan Falls**

Church Mission Statement

As friends of God through Jesus, empowered by the Holy Spirit, we are “Connecting People to Christ” by sharing His love in word and action everywhere we are.

Job Summary

The Child Care Teacher will care for children Monday through Friday from 11:30 – 6:00 pm. It is the responsibility of the teacher to share the love of Christ with the children and provide age-appropriate activities that help develop their physical, mental and social skills. The Child Care Teacher is accountable to the Director and Head Child Care Teacher.

Qualifications

The Child Care Teacher shall meet the educational requirements as established by the State of Wisconsin, Bureau of Early Care Regulation. This includes a minimum of 2 non-credit department-approved courses in early childhood education and 80 working days as a full-time or 120 working days as a half-time assistant child care teacher.

The Child Care Teacher shall exhibit Christian faith through word and deed, should be an active member of a Christian church, have a clear understanding of the distinction between Law and Gospel and be willing to share God-given talents with the school, church and community on a voluntary basis.

The Child Care Teacher shall exhibit self-confidence, a sense of humor, be well groomed, honest, dependable, resourceful, a good communicator and well organized. The Child Care Teacher must be able to lift up to 30 lbs, have up-to-date knowledge of child development and how young children learn, must be flexible, able to adapt to change, be creative and above all, must be able to relate to young children and accept each as a unique gift of God.

Duties & Responsibilities

1. Provide a positive Christian role model.
2. Be punctual for all scheduled duties.
3. Exhibit the ability to maintain a caring relationship with children, families and staff.
4. Work cooperatively with the Director and other teachers in all aspects of the program involving the children and their families.
5. Help develop and prepare the classroom environment, following state and Youngstar standards.

6. Plan and coordinate weekly lesson plans making use of a variety of instructional strategies and materials. Prepare in advance materials necessary to implement these plans. Lead circle and project times. Help children develop necessary life skills.
7. Work cooperatively with an Assistant Teacher, providing training, delegating and overseeing work.
8. Provide supervision of children at all times in the classroom and at other St. Paul Child Care functions and activities.
9. Develop ways to keep parents informed and maintain consistent communication.
10. Assist the Director and Head Child Care Teacher in:
 - Implementing school and safety policies.
 - Evaluating and keeping records of students' progress.
 - Evaluating and planning the curriculum and schedule yearly.
 - Selection and maintenance of supplies and classroom equipment.
 - Maintaining all requirements for the state and YoungStar.
11. Attend faculty and staff meetings as scheduled, in-service training as needed and a minimum of 25 hours of continuing education each year.
12. Participate in the following activities outside of regularly scheduled hours:
 - Open Houses
 - Orientation
 - Parent/Teacher Conferences – twice a year
 - Lutheran Schools Week – children sing in church
 - Family Fun Night and other Family Events
 - Summer staff retreat
13. Assist in promoting and representing the Child Care in the congregation and community.

“Train up a child in the way he should go and when he is old he will not turn from it. “
Proverbs 22:6