



Job Description
Early Learning Teacher
Fulltime - Hourly
October 2024

Position Objective

As Teacher for St. Andrew Early Learning, your main responsibility will be to plan, implement and teach the curriculum for the Early Learning Childcare program. This program is designed to provide each child with an opportunity to participate in experiences that will enrich all areas of his/her development in a safe, loving and nurturing Christian environment.

A qualified candidate will have a genuine love and enthusiasm for working with young children and their families and possess a natural gift of cultivating childhood education and experiences.

Job Responsibilities

- Plan and implement age-appropriate curriculum, in cooperation with other teaching staff, following the guidelines of Creative Curriculum
- Set up and maintain an age-appropriate classroom environment that is safe for young children and is orderly, inviting, and attractive; rotate materials regularly to insure continued interest
- Take responsibility for the organization, preparation, cleaning and maintenance of classroom and classroom materials; report problems promptly to the Director
- Maintain all necessary paperwork and personnel records as required by Department of Human Services Licensing Division
- Record daily attendance and inform office of any changes in attendance due to illness or vacation time
- Fill out appropriate forms as needed for any incidents or accidents within the classroom.
- Observe and record any evaluations on children's progress within the classroom, as required for assessments
- Establish and maintain positive relationships with the children, parents, staff, St. Andrew Lutheran Church and the community
- Maintain consistent communication with parents with Procure postings, notes, phone calls or drop off/pick up conversations, including daily updates to parents highlighting classroom events both past and present
- Prepare and conduct Parent/Teacher Conferences twice a year
- Keep information about children, families and staff confidential
- Establish growth goals and identify accomplishments through staff performance reviews

Other Responsibilities

- Be reliable, punctual and regular in attendance
- Attend all scheduled staff meetings
- Attend all scheduled parent events
- Maintain appropriate certification as required by Department of Human Services Licensing Division
- Attend relevant in-service training to complete licensing requirements
- Demonstrate flexibility and willingness to consider new ideas
- Maintain a positive attitude about children, staff, St. Andrew Early Learning and St. Andrew Lutheran Church

Minimum Qualifications

- Minimum 21 years of age
- Must meet requirements and qualifications under Rule 3 MN Department of Human Services Licensing Division for Teachers
- Adult and Pediatric CPR, First Aid and AED Certifications within 30 days of hire date
- Able to plan, organize, and implement program and classroom activities
- Excellent skills in teaching, communications and human relations
- Demonstrates love and respect for children and a nurturing attitude

Position Type/Expected Hours of Work

The Early Learning Teacher position is a full-time, hourly position, based upon a projected 40 hours per week. Pay rate is \$20.00-\$22.00/hour, depending on qualifications. Eligible for St. Andrew's full suite of benefits including 403B, Medical, Dental, Vision, Life Insurance and Disability.

Position Reports to: Childcare Director