

**3K Lead Teacher**  
Job Description  
Peace Lutheran Ministries  
Antigo, WI

Introduction

The 3K Lead Teacher is responsible for providing a safe and developmentally appropriate program for the 3K students of Peace Lutheran Ministries. The Childcare Ministry, which 3K is a part of, revolves around a loving Christian environment with a mission to create a bridge between the childcare, church, and school.

Professional Qualifications

- Completion of an Associate's or Bachelor's Degree program in Early Childhood Education, or a related field, is highly preferred.
- Experience in teaching within an early childhood educational program is highly preferred.
- Holds current CPR and First Aid certificate or willing to obtain
- Holds current SIDS, Shaken Baby Syndrome and Child Abuse & Neglect certificates or willing to obtain
- Physically able to bend, stoop, sit on floor and lift light objects.

Personal Qualifications

- A person with a Christian faith who supports the congregation and the core values of Peace Lutheran. Preferably is or will become a member of Peace Lutheran Church.
- Has an intense desire to place the benefit of children and their Christian education first.
- A sensitive, mature individual who has both good oral and written communication skills in order to effectively communicate with children, families, and staff.
- Shows evidence of love for teaching children.
- Is professional, honest, self-disciplined, punctual, organized and enthusiastic.

Accountability

The 3K Lead Teacher is directly accountable to the Childcare Director.

Responsibilities

Classroom:

- Follow and implement the policies and procedures of the Peace Policy Manual.
- Implement procedures for keeping accurate records of children's development.
- Be prepared to handle accidents, emergencies and multiple situations at any time.
- Submit changes of information regarding families to the Director.
- Responsible for maintaining a clean and safe environment for the children and other staff.
- Participate in fire, tornado and emergency drills, maintaining the safety of the children first.
- Work skillfully and effectively with others as a team.
- Recognize when a child is in danger or at risk of harm and know how to act to protect them.

Instructional

- Plan, implement, and evaluate curriculum in accordance with mission, purpose, and philosophy of Peace Lutheran Ministries.
- Develop and submit to Director weekly lesson plans. Post plan for parents.
- Keep current developmental records of children in class through observation, note-taking, and skills assessments. Formally communicate reports of progress to parents 3 times per school year.
- Document illnesses, biting, accidents and conferences with parents.
- Enforce appropriate health, safety, and sanitation rules and policies.
- Orient and supervise any teacher's aide according to policies and philosophies.
- Provide written guidelines for substitutes.

Fiscal:

- Complete time card accurately and submit to Financial Operations Manager.
- Operate within budget guidelines for classroom.

Staff & Self-Management:

- Carry out delegated work duties or other responsibilities assigned by the Director.
- Assume other assigned duties relevant to the need of the program.
- Orient and supervise any teacher’s aide according to policies and philosophies.
- Participate in Continuing Education Units (CEU) and spiritual growth opportunities.
- Be knowledgeable of current practices, theories and research in Early Childhood Education.
- Attend training events and monthly meetings. Follow policies and procedures as outlined in the Peace Policy Manual and Staff Handbook.
- Be familiar with church and school staff and promote what the church and school has to offer.

Family Management

- Responsible for orientation of new families to your classroom
- Help families with issues that may arise about their child.
- Inform Childcare Director and Pastor in crisis or in need of additional spiritual care.
- Keep matters about children and families confidential.

\*\*Always prayerfully consider the needs of the staff, families, children, and congregation when carrying out these responsibilities. Caring for children can be stressful. A Childcare Teacher must ensure that children are supervised at all times and that children are involved in safe, appropriate activities.

Evaluation

A written evaluation by the Childcare Director will be provided 90 days after hire and annually thereafter on the performance of the 3K Lead Teacher.

All staff members will be subject to a background check and reference checks prior to hire.

Upon hire, all Childcare staff members may be required to:

- take a TB test
- maintain a current CPR & First Aid certificate
- Complete the following courses:
  - Shaken Baby Education
  - Child Abuse & Neglect

Certification

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Childcare Director’s Signature

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work being performed by the employee of this job. This is not intended to be an exhaustive list of all responsibilities and activities required of the position.