**JOB TITLE:** Lead Teacher **DEPARTMENT:** Blessed Beginnings

**REPORTS TO:** Director of Blessed Beginnings **REVISION DATE:** 08/2021

Or designee

**JOB SUMMARY:** The Blessed Beginnings Lead Teacher is responsible for nurturing and teaching enrolled children and to serve as a role model and encourager. The goal of this job is to maintain a safe, loving Christian environment where children develop a positive self-concept based on a trusting relationship with God while meeting the physical, emotional, intellectual and spiritual needs of the children. Adheres to Nazareth Lutheran Church’s performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

**PREREQUISITE QUALIFICATIONS:**

1. Education: Bachelor’s degree in Early Childhood Education, Elementary Education or a related field
2. Experience: Previous experience in childcare or an education-related field
3. Skills, Knowledge, and Abilities:
   * High reasoning skills
   * Personal computer, word, spreadsheets, email
   * Problem solving
   * Classroom management
   * Excellent communication
   * Strong organizational skills
4. Certificates and Licenses: (Need to be completed after hiring, if not presently completed)

* Must successfully complete criminal and child abuse background check and have fingerprints submitted to licensing entity for evaluation
* CPR
* First Aid
* Mandatory Reporting
* Universal Precautions Certificate
* Additional training hours

1. Religious Training: Must complete Nazareth’s “Belong Class” within 12 months of hire. Employee is not required to become a member of Nazareth.
2. Physical Demands:
   * Medium to heavy lifting, pushing and pulling up to 35 lbs
   * Frequent exertion of force of up to 50 lbs
   * Moderate sitting, standing, walking, squatting/kneeling, twisting, bending

**DUTIES, TASKS, RESPONSIBILITES:**

1. Attend to personal spiritual growth:

* Models biblical principles of spiritual leadership and discipleship in the context of relations interactions and the performance of job responsibilities.
* Supports and participates in furthering the mission of NELC and its ministries with a strong commitment to a Lutheran theological perspective rooted in grace.
* Commits to ongoing learning and openness to the Spirit’s leading and direction for ministry.
* Committed disciple and evangelical follower of Christ. Has an authentic and growing relationship with Jesus.
* Displays a positive attitude and love for children and ability to create a Christ-centered environment.
* Must be coachable and maintain good character.

1. Assures Blessed Beginnings operates as a Christ-centered ministry:

* Emphasizes mission of Blessed Beginnings in all interactions with parents, staff and children.
* Plan faith-based and educational play and activities based on provided curriculum.
* Helps engage children in play and planned activities.
* Maintains open communications.
* Assists in daily operations of Blessed Beginnings.
* Ensures the completion of cleaning rooms and accomplishing closing procedures/expectations.
* Attends weekly lead teacher meetings and monthly staff meetings.
* Supervises associates as directed by the Blessed Beginnings Director and/or Assistant Director.

1. Adheres to all policies and procedures:

* Keeps supervisor informed of problems or concerns.
* Resolves problems independently as appropriate.
* Adheres to existing policies, procedures and regulating agency guidelines.

1. Adheres to all safety policies and procedures:

* Follows established safety policies of the agency, such as safe sleep for infants, diapering, handwashing, and other policies related to healthy and safe environments.
* Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.
* Maintains a safe working environment and practices safe working habits.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed Date

**MISSION**

*Living together in God’s amazing grace, we invite all people to know Christ, grow in Christ,*

*and make Christ known.*

**VISION**

*“Getting Our Hands Dirty for the Cause of Christ!”*

**VALUES**

   