

# St. Paul Lutheran Preschool

## Position Description

### GROUP LEADER

---

#### I. Job Purpose

Under the general supervision of the Preschool Director and St. Paul Lutheran Church Council, assists in all aspects of the operation of St. Paul Lutheran preschool to provide support to the Director. Maintains excellent communication with parents.

#### II. Essential Functions

1. **Daily operations:** assists with the preschool classes, keep current with the Director on lesson plans, assist with supervision and management of classroom, prepare snack if there is no room helper, attend to children who need to be redirected or are in need of individual attention, be alert and compassionate to the health and safety of each child, be visible in classroom, prepare needed materials and supplies as designed by the Director, assists in all aspects of supervision and management of the children, notify Director in case of absence.
2. The following **monthly duties** are; bible verse displayed and incorporated into daily lesson, bulletin board changed as discussed with Director, maintain coat hook nametags, be responsible for ordered arrangement, appearance, décor, and learning environment of the classroom, and helping to plan the theme for the hall bulletin board.
3. Maintaining accurate **records** to include, accident/incident form, field trip emergency cards.
4. **Communication** must be strong with Director, parents, and board. Tools to maximize this include; maintaining a professional but loving relationship with parents/guardians, and working with parents under the supervision of the Director.
5. Annual **events**; work with Director in implementing annual events and required to attend all preschool events. .
6. Work with the Director and Board in regards to **development** of the preschool ministry, this could include but is not limited to: monthly planning, plan fundraisers, pursuit of matching funds from Thrivent Financial for Lutherans, make a wish list of items/support which and communicate it to the congregation or other local groups, create yearly supplies and equipment inventory, purchase appropriate additional materials for the preschool, and potentially work to write grants along with designated committee.
7. Support the Director in keeping the **business aspects** of the preschool consistent and predictable, know current laws regarding early childhood center requirements, keep anecdotal or written records as and comply with all personnel policies as laid out in the St. Paul Lutheran Preschool by-laws.
8. Facility and resource **maintenance** to include toys, equipment, facility, cleaning tables, vacuuming and emptying trash as needed.
9. Supervisory duties include making sure room parent/relative/church member understand the daily activities and how they can support that.
10. May serve on a local school committee or task force.
11. Performs other job-related duties and assumes other responsibilities as assigned by the Director.

#### III. Knowledge, Skills, and Abilities required

1. Skills required to be Group Leader as stated in the Rules Regulating ChildCare Centers from the Colorado Department of Social Services.

2. Must have lifestyle that reflects relationship with God.
3. Be a professionally prepared teacher of young children with the main emphasis being Christian education
4. Assist the Director in carrying out the entire classroom program.
5. Assist in the supervision and guidance of the child's development. Maintain a positive and healthy classroom environment.
6. Participate in center events.

#### **IV. Qualifications/Education requirements**

1. Education/experience: (List Colorado/Federal standards)
2. Take 9 hours of continuing education classes each year.
2. Maintain current CPR and First Aid and any other state or federal requirements for being an early childhood educator, such as Medical Administration and Universal Precautions.

Date of last revision: 3/14/04