

**Lead Teacher Position Description**

## Primary Role

Through careful planning, preparation, and implementation, a Lead Teacher of TSL Roots Early Learning Center provides a nurturing, creative, and safe environment where young children can develop a love for learning about their Savior, themselves, and the world around them. The Lead Teacher will serve as the primary educator and caregiver in the classroom and may be assisted by at least one teacher’s aide.

**General Requirements:**

* Member of Wisconsin Evangelical Lutheran Synod
* Attend church worship and school-sponsored events, including staff meetings
* Have a Christ-like attitude and life; always reflecting His love
* Demonstrate a genuine love for children, and respect children as individuals, not showing favoritism to any child
* Have knowledge and understanding of child development and the needs of young children (Bachelor’s degree preferred)
* Understand and support the mission, philosophy, purpose, and goals of TSL Roots
* Maintain positive working relationships with teaching staff and families
* Demonstrate self-motivation and desire to continue learning to increase knowledge and skills
* Certified and up-to-date in CPR/AED (infant, child, and adult)/First Aid/Shaken Baby/SIDS
* Communicate with children, families, and other staff to be clearly understood
* Maintain confidentiality and refrain from gossip

**Physical Requirements:**

* Move about the classroom frequently to manage learning experiences and interact with students
* Position oneself to interact with children on the ground for extended periods
* Safely assist small children (weighing up to 50 pounds) with moving from different positions
* Traverse playground equipment and uneven terrain within the playground fence
* Frequently perform basic cleaning tasks (removing full garbage bags, sweeping and mopping floors, wiping down tables and chairs)
* Frequently interact with children outdoors in temperatures between 10 and 95 degrees Fahrenheit
* Occasionally operate a computer and other office machinery, such as a copy machine and laminator
* Evacuate children quickly and safely in an emergency

**Responsibilities:**

* Prepare weekly lesson plans that address children’s goals and post them by 8 am on Monday
* Maintain a warm, safe, orderly, and clean classroom environment
* Display strong classroom management skills
* Interact and play with children; do not simply supervise
* Communicate with young children in classrooms filled with occasionally loud sounds of play and learning
* Initiate positive daily contact with parents, share appropriate information, and treat all parents equally and with respect
* Publish classroom newsletters for families
* Maintain up-to-date student records including daily reports in Procare Connect app, medical logs, observations, assessments, and goals (updated at least monthly)
* Recognize situations that put children in physical danger
* Work with the director to plan family events and curriculum
* Maintain a working knowledge of the TSL Roots Policies, Youngstar requirements, WI Licensing Laws, and WMELS
* Complete required training hours per licensing year
* Supervise classroom assistant teacher by assigning tasks and ensuring they are completed
* Assist with administrative duties when the administrator is away

**Reports to: Administrator/TSL Joint Board**

# Mission Statement:

**TSL Roots Early Learning Center exists to cultivate deep roots in the Gospel of Jesus Christ and to nourish children and their families by providing quality education, childcare, and learning opportunities to the whole community.**

**This job description is subject to change at any time. Nothing in this job description restricts the administrator’s right to assign or reassign duties and responsibilities to this position.**