

Redeemer Lutheran Daycare, Preschool & K – 2nd Grade

1730 N. Pecos Rd.

Las Vegas, NV 89115

JOB Description For The Position Of: Preschool & Daycare Worker

1. Purpose Of The Position

To bring each child to know that Jesus is their Savior, and introduce parents to the Redeemer Lutheran Church and School family.

2. Accountability

- S/He is accountable to God, the Daycare and School Director, the Board of Education and Church Officers. S/He works cooperatively as a team member with all other personnel of the daycare, school and church.

3. Personal Qualifications

- S/He gives ample evidence of a life-style that reflects a dynamic relationship with Christ
- S/He associates closely with God through prayer, study the scriptures and regular church and communion attendance
- S/He is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidences and is respectful to others
- S/He uses language and form in accordance with a Christian environment
- S/He is tactful, warm and courteous and is an effective listener
- S/He exhibits good physical and emotional health
- S/He is poised, punctual, and enthusiastic
- S/He is able to articulate clearly the objectives of our Christian school and evidences a love for teaching children
- S/He professionally interact with young children in classroom, lunchroom and playground environments exhibiting Christian behavior

4 Professional Qualifications

- Comply with all Nevada and Clark County Health Department regulations and Department of Health and Human Services requirements
- Background in Christian education preferred

5 Responsibilities include but are not limited to:

- Teach children and maintain classroom settings. Help maintain lunchroom, playground and school campus
- Encourage a variety of age and developmentally appropriate activities, experiences, and learning opportunities in the areas of science, math, literacy, art, music and the Bible that provide for the spiritual, social, emotional, physical and cognitive development of the young child.
- Provide for worship opportunities
- Communicate clearly and effectively so that children are constantly being reinforced both verbally and non-verbally, in positive ways.

- Provide leadership and direction in the classroom.
- Maintain a daily schedule in accordance with Daycare and School Director
- Help maintain needed classroom supplies in accordance with Daycare and School Director
- Account for delivery and pickup of children in accordance with school and daycare policy
- Be ready and able to fill any position at the direction of Daycare School Director, Board of Education or Church Officers in any functions / activities that are needed in Redeemer Lutheran Church School, Pre-School or Daycare programs
- Share in cleaning and maintenance responsibilities including but not limited to sanitizing toys and equipment, maintaining a clean and safe classroom, helping cleanup in lunchroom and playground after lunch and outside activities as directed by the School and Daycare Director
- Assist the kitchen staff and children with meal and snack programs including serving meals and interacting with children during meal and snack times

Disciplinary

- Maintain discipline according to Christian methods that use the Law and Gospel appropriately.
- Maintain a discipline program consistent in positive reinforcement and follows guidelines of the Daycare and School Director, the Board of Christian Education and Redeemer Lutheran Church officers.

Communication

- Help teachers with written lesson plans depicting intended classroom activities and learning experiences.
- Help foster good communications to parents or guardians describing planned learning experiences, activities, student progress or experiences of the child in accordance with the direction of the School and Daycare Director
- Help foster good home/school relationships by participating in parent/teacher conferences in accordance with the direction of the School and Daycare Director
- Maintain a positive relationship with the children's families
- Work with office in helping to keep all student records, attendance sheets, and class rosters.
- Help maintain a journal/portfolio depicting the interests, and areas of progress of each student
- Help in documenting all behaviors that show possible concern with discipline, learning or developmental delays
- Inform Teachers of any concerns relating to a child that may indicate possible discipline concerns, learning or developmental opportunities before talking with the parents or guardians
- Set yearly professional/personal goals in writing and submit to Director
- Attend staff meetings as directed by School and Daycare Director
- Participate in planning and implementing school and daycare sponsored programs and events
- Attend and participate in events sponsored by the school and daycare, including but not limited to, Parent Orientation, Open House, Student Graduations, school and daycare church events, etc...
- Participate in recommended training programs, conferences, courses and other aspects of professional growth.

6 Terms Of Service – 12 month employee

- Hours vary between 6:30 a.m. – 6:30 p.m. depending upon the schedule decided between you and the School and Daycare Director.
- Continued service based on observations and performance evaluations by the Director

7 DRESS AND APPEARANCE POLICY

We believe that dress and appearance play a vital part in the projection of a professional image. We also believe that this professional image contributes to the establishment of a positive learning environment; enhances administrator , teacher and support staff effectiveness in working with students; allows the employee to model for students appropriate dress and appearance in the work place; and enhance the professional image of school personnel within the community at large.

Dress and appearance shall be neat, clean and professional in a state of readiness to interact with clientele, staff and church Pastor and officers at all times

I have read all three pages of Redeemer Lutheran Church’s School, Pre-School and Daycare job description for the position of Daycare & Preschool Helper. I agree to adhere to these guidelines and policies with the help of God.

Employee

Date
