

## Early Childhood Teacher Job Description

St. James Lutheran School

2101 N Fremont

Chicago, IL 60614

(773) 525-4990

St. James is a Christian Elementary School (grades PreK - 8th grade) located in the Lincoln Park neighborhood of Chicago, seeking a full or part-time Preschool teacher for this upcoming school year. At St. James, we provide an inquiry-based educational experience with a Christian worldview. Teachers implement developmentally appropriate educational experience for young children and assess their progress. They maintain a clean, safe and engaging learning environment, and foster the cognitive, emotional, physical and spiritual needs of each child. Applicants must be physically and emotionally healthy, poised, punctual and enthusiastic. They must communicate effectively and work well with others. In addition, they should demonstrate a love for teaching young children and serving families in a Christian school, as well as an ability to articulate the mission, vision and spiritual beliefs of St. James as well as adhere to all policies and procedures..

### PRIMARY RESPONSIBILITIES

- Implement lessons that are meaningful and educationally appropriate for young children.
- Engage in play with children to build language and social skills.
- Facilitate regular art and sensory experiences.
- Engage in rich literacy experiences multiple times per day.
- Pray with children at the beginning and end of each day, as well as at meal times.
- Read and talk about Bible stories and the lessons contained in them.
- Talk with parents about the development of their child as well as behavioral ups and downs.
- Regularly assess children to form greater understanding of their development.
- Create portfolios of student work samples and pictures to document each child's unique development.
- Provide weekly lesson plans for parents via our online system.
- Utilize Positive Discipline strategies within the classroom.
- Follow all policies and procedures for inside and outside the classroom.
- Regularly clean and sanitize the classroom and materials to maintain health and safety.

### REQUIREMENTS

- Valid IL Professional Educator License
- Experience working with young children
- Certified or willing to become certified in CPR/First Aid

To apply, please send a resume to:

Lynda Runge

Director of Early Childhood

[office@stjames-lutheran.org](mailto:office@stjames-lutheran.org)