



Hope Lutheran School  
Seattle, Washington  
Preschool Lead Teacher Job Description

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**Job Summary:**

The full-time preschool/prekindergarten teacher will teach a class of up to 16 preschool students in a play-based learning environment. Teacher will service in a vibrant faith-filled environment with a strong commitment to early academics and working together as a team with students, families, and other staff. Paid planning time is included.

**Qualifications:**

- 1) Prefer at least 1 year of experience in childcare or daycare; prefer educational background
- 2) Be able to relate well to young children and adults
- 3) Plan, supervise, and implement the program in accordance with preschool and school policies
- 4) Able and willing to work cooperatively with other teachers and assistants
- 5) Christian by faith and example
- 6) Willing to complete 30 hours of basic STARS training within 6 months of hire, and 10 hours of Continuing Ed each year

**Job Responsibilities:**

- 1) Teach preschool/prek students by using a creative curriculum and play-based approach with learning centers.
- 2) Delegate responsibilities and collaborate with assistant teacher as desired.
- 3) Plan, schedule and implement the daily program of appropriate developmental experiences.
- 4) Consider and provide for the needs of the individual child in relationship to cultural and socio-economic background, emotional and physical handicaps, and individual style and pace of learning. Treat each person with dignity and respect.

**Communication:**

- 1) Communicate clearly and often with parents about activities and events of the day.

**Health and Safety:**

- 1) Conduct disaster and fire drills with the school.
- 2) Be responsible for the order and cleanliness of the classroom.
- 3) Provide care and protection for the children.
- 4) Make daily observations of the health of the children, reporting conditions which require attention.
- 5) Be familiar with and maintain State rules and regulations in the Extended Care room.

**Personnel:**

- 1) Be aware of and comply with all personnel policies.
- 2) Attend scheduled staff meetings; attend conferences and in-service training as requested.