

POSITION: St. Mark's Lutheran Academy-Lead Teacher/Director

Position Summary: The Lead Teacher/Director will be the key communicator, manager, planner and educator for the Academy. She/he will seek to provide a program that will provide children/learners and their families with a safe and enriching environment. The candidate will direct a Christian Montessori-Reggio school that celebrates the individual gifts of each child, nurtures a passion for learning biblical principles, and equips them for academic excellence and Christian discipleship.

Duties and responsibilities will include:

Curriculum:

- Establish the morning and extended day work period and give lessons as needed.
- Establish and maintain classroom true to the Montessori philosophy, paying particular attention to the needs of students.
- Implement and update curriculum as student needs dictate.
- Plan, prepare and maintain all units of study – including Montessori-Reggio-Christian Education materials, thematic units, library books, etc.
- Schedule all guest presenters and organize all field trips.

Communication:

- Facilitate a respectful environment for children and adults by advocating conflict resolution and Grace and Courtesy lessons.
- Communicate via newsletters (email) with parents about their children's school lives on a regular basis and educate parents in Montessori-Reggio philosophy.
- Prepare for and schedule 3 individual communications with all parents during the year –including 2 physical parent conferences and 1 telephone/ZOOM conversation.
- Schedule and work with other faculty for any joint Parent Nights, programs/performances, etc.
- Meet individually with prospective parents and students.
- Build relationships between staff members.
- Share information and communicate the role of the early childhood ministry to members of the congregation. The director informs the congregation of ministry needs and makes them aware of opportunities to serve.
- Build relationships between the families, the school and the congregation. The director communicates any needs a family in the school may have (e.g., death or illness, financial) with appropriate church staff.

Record keeping:

- Observe and keep daily records on each student's individual progression through the classroom.
- Maintain the school's system of record keeping.
- Complete individual learning plans and conference forms for all students.
- Keep a school calendar of events.
- Supervise classroom assistants, volunteers and interns.
- Establish a harmonious relationship with assistant and intern.

- Conduct regular staff meetings.
- Participate in staff evaluation.
- Schedule training for assistant teachers and volunteers
- Work with the church office to screen all regularly scheduled staff and volunteers who work with children.
- Call/find substitutes for staff members in emergency situations.

Administration:

- Assemble and facilitate an advisory board that serves as a governing board for matters of curriculum, fundraising and special projects.
- Obtain and maintain all state licensure and quality measurements.
- Serve as the liaison for the school to the church council paying particular attention to ensuring that the church council's policies on safety, school licensing requirements, staffing minimums, and council policies for the school are adhered to, including completing a monthly health and safety checklist.
- Attend monthly council meetings as a non-voting member and give staff report at meetings.
- Communicate with the Parish Administrator any needs and/or concerns about the physical facility.
- Plan, prepare, and organize all materials for volunteers.
- Assist in the planning and maintenance of the building, materials and playground to ensure they are clean, safe and maintained. Report any maintenance issues to the Director of Christian Education and/or Parish Administrator.
- Care for all classroom animals and plants.
- Organize planning time for changing out material, cleaning and reorganizing works.

Prerequisites:

- Bachelor's degree required. Certification in Montessori Method.
- Pass a background check.
- Training in CPR, First Aid, Blood-borne Pathogens.
- Negative TB test.

Key Accountabilities:

- An abiding faith in God
- Patience, flexibility and the ability to work well with others
- Attention to detail and follow-up
- Respect for confidentiality of church and school matters
- Ability to prioritize workload
- Ability to respect and relate to a diverse group of parishioners, staff, and community
- Ability to provide positive moral support to staff and volunteers

Position Type: Full-Time

Direct Report: Director of Christian Education