

Rainbow School
624 3rd Ave SW
Rochester, MN 55902

Job Description for Lead Teacher

General Description:

1. To plan and implement all classroom activities, providing for the positive growth of each child socially, physically, emotionally, and intellectually.
2. To be responsible for the maintenance of the classroom and program materials, in order to maintain a safe and inviting environment for children and families.
3. To work with the Director and other staff in writing curriculum, newsletters, and calendars.
4. To observe and supervise the children, staff, and volunteers in the classroom in order to ensure the safety of the students.

Specific Description: Responsibilities as Lead Teacher

Lead Teachers shall equally share responsibility for the planning and implementing of all class activities with their teaching partner, in a manner agreed upon by both teachers and the Director.

Classroom Responsibilities

1. To plan, organize, and implement developmentally appropriate activities using a variety of materials in the areas of Christian doctrine, art, music, language arts, science, mathematics, and physical education. These activities should promote the healthy emotional, social, intellectual, physical, and spiritual growth of each child.
2. To maintain an attractive, safe, and interesting environment for learning.
3. To observe the individual development of each child in his/her classroom group and record such observations for the confidential use of the teaching staff, during parent conferences, and for use in referrals to other agencies (subject to parent approval).
4. To prepare student assessments for each child in his/her class.
5. To meet twice yearly (fall and spring) with the parents or guardians of children to discuss student needs and progress during conferences.
6. To work with parents to promote understanding of the growth and development of their child in school; encourage parent participation in school programs; and be available for additional conferences at parent request when necessary.
7. To share God's love and teachings with children and families.
8. To demonstrate and teach proper respect for individuals and proper care of equipment and materials.
9. To supervise all classroom activities to ensure the safety of each child at all times, according to DHS licensing rules.
10. To supervise all volunteers working in the classroom to see that program regulations and routines are understood and followed.
11. Work with the co-teacher, to prepare and send a monthly newsletter for families.
12. To seek opportunities for professional growth such as attendance at workshops, conferences or classes related to early childhood development.
13. To attend school functions, such as orientation, school fundraising events, Fall and Spring conferences, as required by Director.
14. To attend staff development and in-service training programs and ensure that DHS licensing rules are met, including maintaining certification in first aid and CPR.
15. To complete a background check required by DHS before contact with children in the classroom.
16. To communicate concerns directly to the Director.
17. To abide by the employee code of conduct.

Teachers are required to be at school from 8:30 am – 12:30 pm, for the morning sessions, 12:30 pm – 3:30 pm for the afternoon sessions, and 12:30 pm – 3:30 pm for afternoon enrichment sessions.

Teachers will be paid 30 minutes of prep time before and after school which are included in the above hours.

Other teacher duties that are required each month:

- Monthly staff meeting to be scheduled by the Director.
- Monthly curriculum planning meeting with all preschool teachers to be scheduled by the teachers.
- Teachers will be paid 4 hours of prep time for these meetings.

Other teacher duties that are required each school year:

- Complete the required professional development hours per the State of Minnesota. You will be paid your regular hourly wage. These can be done online, at a conference, or through an approved agency.
- Teachers are encouraged to serve on committees and will be paid for attending committee meetings.

Rainbow School's school year runs from the first Tuesday after Labor Day through the Friday before Memorial Day. Teachers do have limited hours during the summer for orientation and classroom set up during July and August.

Optional teaching opportunities are available during the summer if we run summer camps.