



Lord of Life Lutheran Church

Young Years Preschool Teacher Position

Job Description

Reports to: Young Years Preschool Director & Board
Status: Part-time

Effective 2026

Job Summary

The Teacher position is responsible for supporting the classroom environment, students and their learning process, and assisting the Director as directed for the implementation of a quality Christian-based learning program and environment for instruction of 3-5-year-old students.

Essential Functions

- Work on a team:
 - Take direction from the Director, while at the same time being self-directed within the framework.
 - Attend regularly scheduled staff meetings with the Preschool Staff.
 - Assist the Director in tracking supplies needed for daily operations and special occasions.
 - Understand the registration process as directed by the Director and/or Board, and be able to answer questions. Attend new student orientation.
 - Attend continuing education opportunities as appropriate.
 - Attend church functions and staff meetings as requested.
 - Other duties as assigned by the Director and/or Board.
- Curriculum:
 - Must be willing to lead and engage with the students.
 - Able to plan and prepare lessons that are age-appropriate and in keeping with the mission statement.
 - Able to follow a written plan of class activities and timelines, and provide direction and support for possible substitutes.
 - Come in every third weekend, or as needed, rotating with other teachers, to set up for the week.
- Communication:
 - Maintain positive, continuous communication flow with the Director, and when appropriate, the parents/guardians.
 - Assist in maintaining the public Facebook Page, Remind App or church newsletter articles, if requested.
- Be able to work with, and store as appropriate, all cleaning supplies.
- Know and understand the school's legal responsibilities and liabilities, communicating any concerns to the Director.

Minimum Qualifications

- Must possess strong Christian values. Active member of a faith community.
- Minimum two (2) years verifiable experience in an early childhood education program with teaching and administrative duties or training/education/experience equivalent deemed appropriate and acceptable by the Young Years Preschool Board; or a combination thereof deemed appropriate and acceptable at the Young Years Preschool Board discretion.
- Must pass a Washington State Patrol Background Check (Employer paid).
- Must hold a current CPR/First Aid Card (Employer paid).

Physical Requirements

- Able to switch between activities easily, and move freely between different areas (different surfaces, use of stairs, step stools, etc).
- Able to lift and carry fifty (50) pounds.

Core Competencies

- **Interpersonal Skills:** Establishes good working relationships, interactions, and open positive communication. Practices direct, honest and transparent communication with parents/guardians of students, Young Years Preschool staff, Young Years Preschool Board, LoL staff, and congregation members. Relates well to children, understands how they learn, and facilitates a positive learning environment while managing the classroom.
- **Integrity and Trust:** Is seen as trustworthy and responsible by others; dependable, creative, and resourceful.
- **Technical skills:** Proficient in standard computer skills, Microsoft Office 365, web browsers, etc.; experienced with social media access and activities; Trainable.
- **Time Management:** Exceptionally well organized and able to focus time on tasks as needed; balances priorities to accomplish what is needed for the day.
- **Initiative:** Is action oriented and energetic about the learning environment. Able to work independently with little to no supervision.