

**GLORIA DEI LUTHERAN CHURCH  
DAY ONE CHRISTIAN ACADEMY**

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**Pre-Kindergarten Teacher  
Job Description: August 2017**

**Mission Statement**

"Helping one another live life with Jesus every day"

**Description**

The Pre-Kindergarten Teacher will provide supervision, implement quality curriculum, and have a love for children and teach them faith according to the Word of God. The Pre-Kindergarten Teacher is expected to lead a professional and personal life that does not violate the teachings and beliefs of the Lutheran Church Missouri Synod on matters of personal conduct so their daily life gives witness to a lifestyle that supports our Christian witness within our organization and to the world.

**Duties**

1. Model a lifestyle which is seeking to grow as a fully devoted follower of Jesus Christ.
2. Supervise and manage the safety and well-being of children in Day One Christian Academy.
3. Implement a Christ-centered curriculum that meets or exceeds current educational standards.
4. Support Day One Christian Academy through curriculum development and lesson plans geared to the needs of individual children with concerns for their interest, special talents and individual style and pace of learning.
5. Purposefully plan a play-centered learning environment to focus on all aspects of child development.
6. Help children become aware of their roles as integral members of a group.
7. Provide ongoing evaluation methods needed to assess the developmental levels of the children.
8. Communicate/conference with parents as needed for classroom behavior, developmental assessments, academic progress and school adjustment on a regular basis.
9. Maintain an orderly arrangement, appearance, and decor conducive to the learning environment of the classroom.
10. Sanitize classroom equipment, toys and furniture prior to and after each use.
11. Care for and maintain all equipment, toys, materials, resources and facility used in the classroom.
12. Maintain an inventory of materials and resources utilized in classroom.
13. Prepare materials and outgoing correspondence in a timely manner as designated by the Day One Christian Academy Faculty Handbook.
14. Provide written guidelines and lesson plans for substitutes.
15. Implement a method for effectively utilizing the services of volunteers in the classroom.
16. Facilitate a positive information flow between the Director, faculty and families enrolled in Day One Christian Academy.
17. Attend all required faculty functions as designated by the Day One Christian Academy Faculty Handbook.
18. Complete all paperwork associated with the injury to a child or self.
19. Complete annual training as required by the Texas Department of Family and Protective Services.
20. Cooperate with all those using shared space.
21. Pray with the children, families and faculty of Day One Christian Academy as needed.
22. Attend and participate in program sponsored events and other ministry assignments as mutually agreed.

**QUALIFICATIONS**

1. Must meet requirements as required by the Texas Department of Family and Protective Services.
2. Equipped professionally in Early Childhood Education or Development, Child Psychology or another related educational field. A Bachelor's Degree is required and Texas Teacher Certification in Early Childhood Education or Development, Elementary Education or another related educational field is preferred for the Prekindergarten age level.
3. Experience in working with the challenges of a very diverse group of individuals.
4. Knowledge of MS Office. Learn and apply newest research to the early childhood environment.
5. Ability to work independently with little or no supervision.
6. Excellent written and verbal communication skills, research skills, strong decision making and attention to detail.
7. Ability to interact with faculty and staff in a fast-paced environment, sometimes under pressure, remaining flexible, proactive and efficient, with a high level of professionalism and confidentiality.

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This part-time position is non-rostered, non-exempt, Monday-Friday from 8am-1pm. Please submit resume to Gloria Dei Lutheran Church, 18220 Upper Bay Rd., Houston, TX 77058 or [GDLC@gdlc.org](mailto:GDLC@gdlc.org).