

HOPE PRESBYTERIAN CHURCH
7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

LEAD KIDVENTURE TEACHER

Purpose

- 1) To provide a loving, caring atmosphere for every child
- 2) To uphold the purpose, goals and standards of Hope's Kidventure
- 3) To present the love of God to children.

Characteristics and Qualifications

- a. Personally committed to the Lordship of Jesus Christ demonstrated by prayer, devotional life, integrity, and accountability.
- b. Must be able to interact with young children in a positive manner.
- c. Must be willing to teach age-appropriate, Bible-centered curriculum that emphasizes the person of Jesus Christ.
- d. Support the ministry and mission of Hope Church
- e. Must be physically, mentally, and emotionally competent to care for young children.
- f. Must have one of the following credentials:
 - i. License from Minnesota Department of Education for prekindergarten/nursery
 - ii. Elementary education with a kindergarten endorsement – no additional experience required
 - iii. Minnesota technical institute certificate as a Child Dev. Assistant- 2,080 hours as an assistant teacher and 6 quarter credits.
 - iv. Child Development Associate credential for preschool from the Council for Professional Recognition - 1,560 hours as assistant teacher, aide, or student intern.
 - v. License from Minn. Dept. of Ed. for Prekindergarten Assoc. or certificate for 2 year program from an accredited community college
 - vi. Technical college in child development or early childhood education - 1,040 hours as assistant teacher, aide, or student intern plus 6 quarter credits.
 - vii. Baccalaureate degree from an accredited college in any field -1,040 hours as an assistant teacher, aide, or student intern plus 18 quarter credits
 - viii. License from the Minn. Dept. of Ed. for elementary ed. without Kindergarten endorsement - 520 hours as assistant teacher, aide, or student intern - 6 quarter credits within one year of initial employment.
- g. Current certification for First Aid and CPR.

Roles + Responsibilities

Classroom Planning (30%)

1. Prepare and collaborate on daily lesson plan, Bible Story Time, and seasonal items within the curriculum specified by the preschool and extended day program.
2. Collaborate with Director on both summer and release day planning and implementation, which includes curriculum, activities, field trips and parent nights.
3. Gather supplies and return when completed.

Classroom Management (60%)

1. Manage classroom by following daily schedule, model positive behaviors, implement discipline, and play and interact with students in an age-appropriate manner.
2. Keep a clean and safe environment for students both in the classroom and outside. Make sure the classrooms are ready for the next day.
3. Keep records of any medications given to students, attendance, and incident reports for each child.
4. Communicate with families both electronically and in-person.
5. Help in preschool rooms as needed.

Other (10%)

1. Help plan and attend meetings and evening events as scheduled by the Director.
2. Oversee staff when director is not present.
3. Annually complete the required number of in-service classroom hours as required by the State of Minnesota, including CPR and First Aid.
4. Other duties as required

Relationships

Full Time (9:00 am – 5:00 pm)

This position reports directly to the Director of Hope's Preschool + Kidventure. The teacher will work closely with the Minister to Children + Families, and other preschool staff.

2/16/26