



A MINISTRY OF HOPE LUTHERAN CHURCH

HOPECARE MISSION, VISION, AND CORE VALUES

TO PLAY, LEARN, AND GROW IN THE LOVE OF JESUS

HopeCare is a safe, faith-based children's ministry that uses education, age-appropriate concepts, play, and experiences to guide children as they learn, grow, and flourish in their communities. The relationship between Hope Lutheran Church and HopeCare allows children to live this vision in their daily lives.

Faith, Education, Safety, Love and Play

ChildCare Center Leadership Job Description

Overview

The ChildCare Center Leadership at HopeCare Children's Center, a ministry of Hope Lutheran Church, oversees program operations, teachers management, and compliance with South Dakota licensing standards and HopeCare policies, ensuring a safe, nurturing, and educational environment for children.

Responsibilities

- Develop and oversee program schedules to maintain teachers-to-child ratios (4 weeks–2 years: 1:5; 3–5 years: 1:8; 6+ years: 1:10).
- Approve shift swaps, trades, or splits, ensuring no overtime and communication via WhatsApp.
- Review and approve timesheets and payroll; address attendance issues (e.g., tardiness, absences).
- Handle incident/accident reports, harassment complaints, and suspected child abuse/neglect reports, filing referrals with authorities as a mandatory reporter.
- Supervise teachers, ensuring adherence to dress standards (HopeCare logo apparel or Thrivent T-shirts) and cell phone policies (Brightwheel use only).
- Coordinate parent communication via Brightwheel, ensuring daily/weekly updates and addressing serious matters.
- Ensure classroom binders include lesson plans, medication forms, and milestones; train teachers on curriculum and Google Drive documentation.
- Oversee food program compliance, coordinating with Dietary teachers on meal logs and kitchen operations.
- Manage cleaning duties and ensure toxic materials are inaccessible to children.
- Facilitate teachers workdays (8:30 AM–4:30 PM) and ensure teachers complete required training (10 hours for full-time, 5 hours for part-time, including CPR/First Aid and State Training House Levels 1–3).
- Administer PTO policies, including accruals (0.069231–0.099 hours/paid hour based on years of service and child enrollment) and special leaves (e.g., Military, Jury Duty).
- Ensure compliance with South Dakota licensing, including background checks and teachers qualifications.

Qualifications

- Appropriate degree and experience in early childhood education or management, per South Dakota licensing.
- At least 18 years old.
- Clear state and federal background checks, including any state resided in over the past 5 years, renewed every 5 years.
- No substantiated reports of child abuse or neglect.
- Strong leadership, communication, and organizational skills.
- Ability to manage teachers, resolve conflicts, and ensure regulatory compliance.

Work Conditions

- Full-time or part-time, hourly position; salary range: \$16–\$20 per hour.
- Work week is Monday through Friday
- Adhere to attendance policies: notify leadership 2 hours before absences (not 7 PM–5 AM unless opening shift), find replacements, and provide doctor's notes for sick leave over 3 days.
- Overtime requires pre-approval; payday is Wednesday.
- No full health insurance; Aflac offered. Dental/vision via ELEA for 20+ hours/week.
- At-will employment; 2 weeks' notice required for resignation to receive PTO payout.

Lead teachers Job Description

Overview

The Lead Teacher at HopeCare ChildCare Center, a ministry of Hope Lutheran Church, is responsible for planning and implementing developmentally appropriate programs for children, ensuring a safe, nurturing, and engaging environment in compliance with South Dakota licensing standards and HopeCare policies.

Responsibilities

- Plan and execute daily lessons and activities, maintaining posted lesson plans in classroom binders.
- Supervise children, maintaining ratios (4 weeks–2 years: 1:5; 3–5 years: 1:8; 6+ years: 1:10).
- Use positive discipline techniques (e.g., Conscious Discipline) to guide behavior, avoiding harsh methods.
- Complete and share incident/accident reports via Brightwheel, ensuring confidentiality and parent signatures.
- Communicate daily with parents via Brightwheel, providing updates and photos.
- Conduct head counts during transitions using face-to-name cards and manage emergency bags.
- Administer medications per policy, ensuring proper documentation and storage.
- Maintain a clean, safe classroom, performing daily cleaning duties and ensuring toxic materials are inaccessible.
- Supervise bathroom breaks and potty training, ensuring privacy and hygiene.
- Adhere to dress standards (HopeCare logo apparel or Thrivent T-shirts) and cell phone policies (Brightwheel use only).
- Report suspected child abuse/neglect to leadership and authorities as a mandatory reporter.
- Participate in teachers workdays (8:30 AM–4:30 PM) and complete 10 hours of annual training, including CPR/First Aid and State Training House Levels 1–3.

Qualifications

- Appropriate degree and experience in early childhood education or related field, per South Dakota licensing.
- At least 18 years old.
- Clear state and federal background checks, including any state resided in over the past 5 years, renewed every 5 years.
- No substantiated reports of child abuse or neglect.
- Strong communication and organizational skills.
- Ability to work collaboratively and model positive behavior.

Work Conditions

- Full-time or part-time, hourly position; salary range: \$16–\$17 per hour.
- Work week is Monday through Friday
- Adhere to attendance policies: notify leadership 2 hours before absences (not 7 PM–5 AM unless opening shift), find replacements, and provide doctor's notes for sick leave over 3 days.
- Overtime requires pre-approval; payday is Wednesday.
- No full health insurance; Aflac offered. Dental/vision via ELEA for 20+ hours/week.
- At-will employment; 2 weeks' notice required for resignation to receive PTO payout.
-

Dietary teachers Job Description

Overview

The Dietary teachers at HopeCare Children's Center, a ministry of Hope Lutheran Church, manages food preparation and kitchen operations, ensuring compliance with Child and Adult Care Food Program (CACFP) guidelines, nutritional standards, and HopeCare policies to provide safe, nutritious meals for children.

Responsibilities

- Prepare and serve meals in accordance with CACFP guidelines, ensuring nutritional balance and portion control.
- Maintain daily attendance logs to track meal participation for CACFP compliance.
- Follow dietary guidelines, accommodating special dietary needs and communicating changes to teachers.
- Maintain cleanliness and sanitation of the HopeCare and Hope Lutheran Church kitchens and café, including daily cleaning duties such as sanitizing surfaces, washing dishes, sweeping and mopping floors, and cleaning appliances.
- Ensure proper maintenance of both kitchens, including organizing storage areas, checking equipment functionality, and reporting maintenance needs to leadership.
- Prohibit personal food/drink storage or preparation in either kitchen; ensure no unauthorized use of HopeCare food.
- Complete mandatory CACFP and food safety training as outlined in the orientation video.
- Ensure toxic materials (e.g., cleaning supplies, bleach) are locked or inaccessible to children.
- Adhere to dress standards (HopeCare logo apparel or Thrivent T-shirts) and cell phone policies (Brightwheel use only).
- Report suspected child abuse/neglect to leadership and authorities as a mandatory reporter.
- Participate in teachers' workdays (8:30 AM–4:30 PM) for deep cleaning or training, completing 5–10 hours of annual training (based on full-time/part-time status), including CPR/First Aid.

Qualifications

- At least 18 years old, per South Dakota licensing.
- Clear state and federal background checks, including any state resided in over the past 5 years, renewed every 5 years.
- No substantiated reports of child abuse or neglect.
- Knowledge of CACFP guidelines, food safety, and nutritional standards.
- Ability to manage kitchen operations and maintain hygiene and equipment standards.

Work Conditions

- Full-time or part-time; hourly position; salary range: \$16–\$17 per hour.
- Work week is Monday through Friday
- Adhere to attendance policies: notify leadership 2 hours before absences (not 7 PM–5 AM unless opening shift), find replacements, and provide doctor's notes for sick leave over 3 days.

- Overtime requires pre-approval; payday is Wednesday.
- No full health insurance; Aflac offered. Dental/vision via ELEA for 20+ hours/week.
- At-will employment; 2 weeks' notice required for resignation to receive PTO payout.

Assistant teacher and Float teacher Job Description

Overview

The Assistant teachers at HopeCare Children's Center supports the Lead teachers in delivering a safe, nurturing, and educational environment for children, adhering to South Dakota licensing standards and HopeCare policies.

Responsibilities

- Assist in implementing daily lessons and activities as directed by the Lead teachers.
- Supervise children, supporting ratios (4 weeks–2 years: 1:5; 3–5 years: 1:8; 6+ years: 1:10).
- Use positive discipline techniques to guide behavior, following Lead teachers guidance.
- Support incident/accident reporting via Brightwheel, ensuring confidentiality.
- Communicate with parents via Brightwheel, sharing updates as directed.
- Conduct head counts during transitions and manage emergency bags.
- Assist with medication administration, following policy and documentation.
- Maintain classroom cleanliness, performing assigned cleaning duties and ensuring toxic materials are inaccessible.
- Supervise bathroom breaks and potty training, ensuring privacy and hygiene.
- Follow dress standards (HopeCare logo apparel or Thrivent T-shirts) and cell phone policies (Brightwheel use only).
- Report suspected child abuse/neglect to leadership and authorities as a mandatory reporter.
- Attend teachers' workdays (8:30 AM–4:30 PM) and complete 5–10 hours of annual training (based on full-time/part-time status), including CPR/First Aid and State Training House Levels 1–3.

Qualifications

- May be under 18 if supervised, per South Dakota licensing.
- Clear state and federal background checks, including any state resided in over the past 5 years, renewed every 5 years.
- No substantiated reports of child abuse or neglect.
- Ability to follow instructions and work collaboratively.
- Basic communication and organizational skills.

Work Conditions

- Full-time, part-time, or PRN (minimum one 4-hour shift/month); hourly position; salary range: \$15–\$16 per hour.
- Work week is Monday through Friday
- Adhere to attendance policies: notify leadership 2 hours before absences (not 7 PM–5 AM unless opening shift), find replacements, and provide doctor's notes for sick leave over 3 days.
- Overtime requires pre-approval; payday is Wednesday.
- No full health insurance; Aflac offered. Dental/vision via ELEA for 20+ hours/week.

- At-will employment; 2 weeks' notice required for resignation to receive PTO payout.

Highschool teachers Job Description

Overview

The Highschool teachers at HopeCare Children's Center, a ministry of Hope Lutheran Church, supports school-age children (ages 6 and up) in after-school or supplemental programs, fostering a safe, educational, and engaging environment in compliance with South Dakota licensing standards and HopeCare policies.

Responsibilities

- Implement activities and educational programs for school-age children, aligning with HopeCare's curriculum and posted lesson plans.
- Supervise children, maintaining a 1:10 teachers-to-child ratio for ages 6 and older.
- Use positive discipline techniques (e.g., Conscious Discipline) to guide behavior, avoiding harsh methods.
- Support incident/accident reporting via Brightwheel, ensuring confidentiality and obtaining parent signatures.
- Communicate daily with parents via Brightwheel, providing updates and photos.
- Conduct head counts during transitions using face-to-name cards and manage emergency bags.
- Assist with medication administration, following policy and documentation requirements.
- Maintain a clean, safe program area, performing assigned cleaning duties and ensuring toxic materials are inaccessible.
- Supervise bathroom breaks, ensuring privacy and hygiene.
- Adhere to dress standards (HopeCare logo apparel or Thrivent T-shirts) and cell phone policies (Brightwheel use only).
- Report suspected child abuse/neglect to leadership and authorities as a mandatory reporter.
- Attend teachers workdays (8:30 AM–4:30 PM) and complete 5–10 hours of annual training (based on full-time/part-time status), including CPR/First Aid and State Training House Levels 1–3.

Qualifications

- High school diploma or equivalent; experience in education or childcare preferred.
- May be under 18 if supervised, per South Dakota licensing.
- Clear state and federal background checks, including any state resided in over the past 5 years, renewed every 5 years.
- No substantiated reports of child abuse or neglect.
- Ability to engage school-age children and work collaboratively.
- Basic communication and organizational skills.

Work Conditions

- Full-time, part-time, or PRN (minimum one 4-hour shift/month); hourly position; salary range: \$13–\$15 per hour.
- Work week is Monday through Friday

- Adhere to attendance policies: notify leadership 2 hours before absences (not 7 PM–5 AM unless opening shift), find replacements, and provide doctor's notes for sick leave over 3 days.
- Overtime requires pre-approval; payday is Wednesday.
- No full health insurance; Aflac offered. Dental/vision via ELEA for 20+ hours/week.
- At-will employment; 2 weeks' notice required for resignation to receive PTO payout.