

**Pre-Kindergarten Teacher
Position Description
Oak Grove Lutheran School
Spring 2026**

JOB TITLE: Pre-Kindergarten Teacher
REPORTS TO: Elementary Principal
REVIEWED: February 2026

PREAMBLE

All employees at Oak Grove Lutheran School impact the lives of the young people. Therefore, all employees are expected to embrace the mission of Oak Grove Lutheran School, to serve as role models for Christian faith development from a Lutheran perspective, to interact with each other in a respectful manner, and to conduct themselves with integrity.

SUMMARY:

Oak Grove Lutheran School invites applications to serve as Pre-Kindergarten Teacher, effective with the 2026-2027 academic year. The school opened in 1906 as the Oak Grove Lutheran Ladies Seminary, a high school for girls. Boys joined the student body in 1926. Today, Oak Grove serves approximately 720 students from preschool through grade 12 and their families on two campuses in Fargo. The historic North Campus welcomes students in grades 6 through 12. The South Campus starts the educational experience for many children, opening doors for students from preschool through grade 5.

Oak Grove has been accredited continuously since 1926 by Cognia and its predecessor agencies. The school is approved by the North Dakota Department of Public Instruction.

The governing body is the Oak Grove Lutheran School Board of Regents. The board, in turn, assigns day-to-day operational responsibility to the President. Oak Grove operates in harmony with the faith and confessions of the Evangelical Lutheran Church in America, the nation's largest Lutheran denomination.

APPOINTMENT

ESSENTIAL DUTIES

The essential duties and responsibilities are reflected in the following actions:

- Communicates, collaborates, and cooperates with colleagues, supervisors, and students.
- Supervises activities such as field visits, group discussions, and dramatic play-acting, to stimulate students' interest in and broaden understanding of their physical and social environment.
- Fosters cooperative social behavior through games and group projects to assist children in forming satisfying relationships with other children and adults.
- Encourages students in singing, dancing, rhythmic activities, and in use of art materials, to promote self-expression and appreciation of esthetic experience.
- Instructs children in practices of personal cleanliness and self-care.

- Alternates periods of strenuous activity with periods of rest or light activity to avoid over stimulation and fatigue.
- Translates lesson plans into developmentally appropriate learning experiences.
- Communicates regularly with parents outside normal classroom day by means of a newsletter, notes, phone calls and individual parent conferences.
- Establishes and maintains standard of pupil behavior to achieve an effective learning atmosphere.
- Evaluates pupils' academic and social growth, keeps appropriate records and prepares progress reports.
- Identifies pupils' needs and makes appropriate referrals and develops strategies for individual education plans.
- Plans and coordinates the work of parents, and volunteers in the classroom and on field trips.
- Provides individualized and small group instruction to adapt the curriculum to the needs of the student.
- Creates an environment for learning through functional and attractive displays, interest centers, and exhibits of pupils' work.
- Discusses student's problems and progress with parents.
- Attends events as requested by the principal.

QUALIFICATIONS and REQUIREMENTS

An individual must be able to perform each essential duty satisfactorily. Requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions.

Required attributes:

High School Diploma

Bachelor's degree in child development, early childhood education, CDA or related discipline preferred.

SUPERVISORY RESPONSIBILITIES

Students, volunteers, and others assigned to the classroom

OTHER SKILLS and ABILITIES

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear, stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee must occasionally push items of 50 lbs. such as pushing children on bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud and is a standard acceptable level for this environment. Is directly responsible for students' safety, work output, and well-being.

EVALUATION

Job performance is evaluated in accordance with Oak Grove policies and established best practices.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals holding this position and may be assigned.

COMPENSATION and BENEFITS

Salary offer will reflect the market, experience, and Oak Grove practices. Benefits include health insurance, a 7.5% retirement plan match, optional coverages, life insurance, accidental death and dismemberment insurance, a tuition discount for dependents, lunch on campus, and free admission to most athletic events and student activities. Additionally, Oak Grove faculty, staff, and dependents receive tuition discounts at Concordia College in Moorhead.

APPLICATION PROCESS

Candidates should provide a letter of application, a current resume or curriculum vitae, a copy of licensure for the position, and names and contact information for five professional references to:

Nicky Bogenreif
Human Resources and Payroll Manager
Oak Grove Lutheran School
124 North Terrace
Fargo, ND 58102
nicky.bogenreif@oakgrovelutheran.com

Application screening will begin on March 15th and continue until the position is filled.

Application material may be submitted by e-mail or through U.S. mail.

Additionally, any candidate invited to a campus interview must provide college or university transcripts prior to the interview. Transcripts may be submitted with the application material.

PREFERENCE

Preference will be extended to candidates who have relationships with Oak Grove Lutheran School.