

## **EARLY CHILDHOOD TEACHER – JOB DESCRIPTION**

Classification: Part Time - Non-Exempt

Reports To: Early Childhood Supervisor

### **JOB DESCRIPTION**

The Early Childhood Teacher is accountable for teaching and providing care in the ministry of children (infants through kindergarten) during weekend services and children (2 months through 11 years old) during childcare events. The role of the Teacher is to follow the direction of the Assistant Children's Pastor in the implementation of the vision and mission of the church in context of the ministry. The Teacher will be responsible for safely supervising children, executing weekend services and childcare events using the provided curriculum and following the direction of the Lead Teacher.

### **RESPONSIBILITIES AND DUTIES**

- Provides routine care for children in the ministry classroom
- Opens and closes the classroom for each shift using provided checklists
- Provides excellent service and care to families
- Instructs children using the provided curriculum to teach them about God and the Bible
- Maintains order and discipline within the classroom
- Offers diapering and/or bathroom assistance to children in care
- Reports injuries or incidents while providing care to the child
- Follows all safety procedures and guidelines
- Attends all ministry meetings and trainings

### **COMPETENCIES**

- Communication Skills Required: must be able to clearly communicate verbally, in writing and via email
- Time Management Skills Required: Prioritizing task when working independently but always adhering to the schedule set by oversight
- Must have the aptitude to learn and teach curriculum lesson plans
- Must be able to work independently as some shifts are covered without additional team members present
- The ability to work in a team environment
- Excellent Customer Service
- The ability to work with and provide care for young children

### **POSITION TYPE/EXPECTED WORK HOURS OF WORK**

This is a part-time position between 10-18 hours per week depending on scheduled work shifts/services. Main hours of work and days are generally Sundays from 8:00 AM -1:00 PM, there are also weekday shifts. Additional shifts required for childcare events. Days and hours can vary with special events.

### **SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities for other staff or volunteers.

### **WORK ENVIRONMENT**

- This job operates in a classroom environment.
- Subject to both inside and outside environmental conditions.
- Subject to excessive noise, there may be noise to cause the worker to raise their voice in order to be heard above ambient noise level.

### **PHYSICAL DEMANDS/REQUIREMENTS**

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.

- Ability to ascend and descend staircases
- Ability to lift up to 50 pounds, including the lifting of children
- Regularly position self to bend, stoop, kneel, squat or crouch
- Able to extend hands and arms to complete assigned tasks
- Must be able to remain in a stationary (sitting or standing) position for an extended period of time
- Must be able to push or pull objects and carts when needed
- Must be able to move objects horizontally, from position-to-position
- Express and exchange ideas by means of spoken word
- Ability to receive detailed information through oral communication, and to make the discriminations in sound
- Required to have close visual acuity to perform an activity such as, but not limited to:
  - Viewing a computer screen
  - Reading written documents

### **TRAVEL**

- No travel is expected for this position

**REQUIRED EDUCATION AND EXPERIENCE**

- Must pass background and/or reference check

**PREFERRED EDUCATION AND EXPERIENCE**

- Preferred experience working with curriculum
- Preferred experience working with children
- Preferred experience working for or with non-profit organizations or ministry

**ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Must be eligible to work in the US

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.