GRACE BIBLE CHURCH KIDS MINISTRY

Mother’s Day Out Lead Teacher

JOB DESCRIPTION



JOB OVERVIEW / OBJECTIVE

The Mother’s Day Out Ministry exists to connect with families for the life-changing pursuit of Jesus Christ. The primary role of the Lead Teacher is to build relationships with the children and parents of their classroom, along with providing biblical teaching and a safe environment to grow spiritually.

JOB CATEGORY

Part-time Hourly – 15 hours/week, August - May

Tuesday and Thursday 7:30a-3:30p, one monthly Monday meeting, leadership development 1-2 times a year

PRIMARY DUTIES & RESPONSIBILITIES

* Provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
* Build relationships with the parents of the classroom through morning and afternoon drop-off connection points, classroom communications, special events, and personal invitations to events of Grace Bible Church
* Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.)
* Follows opening and closing procedures, as well as policies as outlined in the Kids Ministry handbook
* Communicates with MDO Coordinator as needed regarding children who are upset for prolonged periods of time as well as communicates any issues concerning MDO.
* Creates monthly lesson plans and supply lists using developmental milestones as a guide.
* Includes Assistant teacher in curriculum planning process by working alongside Assistant in the process of selecting, planning, and preparing materials during curriculum planning days.
* Plans and carries out a teaching program consistent with the mission of Mother’s Day Out and within the guidelines outlined in the handbook.
* Follows up with families when children have been absent for 2 or more consecutive days, including an “I miss you” card
* Assists with any special events of the ministry
* Informs the MDO Administrative Assistant of any needed repairs and materials.
* Leads on the job training of new teachers/subs (includes but not limited to lesson planning, supply gathering, etc)
* Attends monthly planning/staff development meetings and trainings.
* Performs any other assignments the Coordinator deems necessary.

GRACE KIDS MINISTRY EXPECTATIONS

* Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines
* Embody Christlikeness and leads with humility, character, and love
* Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness
* Be personally engaged with Grace’s mission, vision, and strategy
* Support Grace’s beliefs, values and practices as outlined in the Doctrinal Statement
* Maintain annual Ministry Partner agreement
* Remain up to date on all activities and ministries going on at Grace to disseminate general information when needed

MINIMUM QUALIFICATIONS

* Minimum of 2 years experience working/serving in Kids Ministry or early childhood learning environment
* Embody Grace Kids Ministry expectations (see above)
* Grace Bible Church Ministry Partner or willing to become one
* Effective time management skills and the ability to multitask

CORE COMPETENCIES AND GIFTINGS

* Ability to manage time efficiently
* Ability to communicate efficiently with teachers, parents, and/or staff
* Ability to work collaboratively with individuals and team members at all levels
* Professional and proactive work ethic
* Organized and provides attention to detail
* Willingness to grow and support in other areas as needed