GRACE BIBLE CHURCH KIDS MINISTRY

Mother’s Day Out Substitute 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 Substitute Teacher is to assist in building relationships with the children of their classroom, along with providing biblical teaching and a safe environment to grow spiritually.

JOB CATEGORY

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

As needed: Tuesday and Thursday 7:30a-3:30p

PRIMARY DUTIES & RESPONSIBILITIES

* Provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
* Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.)
* Assists the teacher in the room with daily activities and class schedule.
* 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.
* Informs the MDO Administrative Assistant of any needed repairs and materials.
* 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 home church
* Support Grace’s beliefs, values and practices as outlined in the Doctrinal Statement
* Maintain annual Ministry Partner agreement with her home church
* Remain up to date on all activities and ministries going on at Grace to disseminate general information when needed

MINIMUM QUALIFICATIONS

* Embody Grace Kids Ministry expectations (see above)
* 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