

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.

JOB CATEGORY

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

Tuesday & 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 by working alongside Assistant in 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.
- Inform the MDO Administrative Assistant of any repairs and materials needed.

- 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.
- Provides adequate classroom management.
- Enforces age-appropriate discipline and communicates disciplinary action taken with parents. This may include one-on-one teacher conferences.

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 a classroom and 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.
- Ability to adjust to new situations and continue working at a high level.