



## Employee Teacher

**Department:** Preschool

**Hired By:** Renee Johnson

**Reports To:** Renee Johnson

**Campus:** Cypress

**Status:** Part Time

**Employment Category:** V

**Summary of Position:** Minister to the children of Cypress and their families through providing quality care and programming.

### Purpose:

Provide an environment in which each child in First Kids Ministry would:

- Develop positive attitudes about himself, church, God, Jesus, and the Holy Spirit.
- Know that people at church love them.
- Receive teaching that builds the foundation of faith, so that when they are ready, they may receive Jesus Christ as their personal Savior.

And each family in First Kids Ministry would:

- Feel comfortable and confident leaving their children in our care.
- See the preschool as a godly, effective, and excellent area of the church.
- Experience Christ's love through us as we minister to them and their children.

### Duties and Responsibilities:

- Engage and supervise children birth – Kinder
- Respectfully communicate with children, parents, and volunteers
- Prepare and implement Bible curriculum
- Manage a classroom effectively
- Ensure a fun, clean, safe environment
- Change diapers, assist with bathroom monitoring
- Feed children
- Clean and disinfect toys, classroom, and other preschool areas as needed

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.



**Skills Requirements:** Select all that apply

- |   |   |   |                                    |                                     |
|---|---|---|------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Language skills           | <input type="checkbox"/> Math skills                    | <input checked="" type="checkbox"/> Reasoning ability |                                    |                                     |
| Computer skills:  | <input type="checkbox"/> Windows                        | <input type="checkbox"/> Mac                          | <input type="checkbox"/> MS Office | <input type="checkbox"/> MS Outlook |
| <input type="checkbox"/> Administration                       | <input checked="" type="checkbox"/> Service to others   | <input checked="" type="checkbox"/> Teacher/Leader    |                                    |                                     |
| <input checked="" type="checkbox"/> Good Communication skills | <input type="checkbox"/> Team builder                   | <input checked="" type="checkbox"/> Self-disciplined  |                                    |                                     |
| <input checked="" type="checkbox"/> Servant leader            | <input type="checkbox"/> Decision maker                 | <input checked="" type="checkbox"/> Strong work ethic |                                    |                                     |
| <input type="checkbox"/> Empathy for ministry partners        | <input checked="" type="checkbox"/> Attention to detail |   |                                    |                                     |

**Education and/or Experience:** Select all that apply

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> College graduate preferred        | <input type="checkbox"/> Administrative Experience                         | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Church Staff experience preferred | <input checked="" type="checkbox"/> Other: <u>Must be 18 years of age.</u> |   |

**Organizational Relationships:** Reports to Preschool Ministry Coordinators, Preschool Ministry Director

**Working Conditions:** Select all that apply

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> 40 hour work week  | <input type="checkbox"/> Additional hours as needed | <input type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education   | <input type="checkbox"/> Specialized training       | <input type="checkbox"/> Occasional travel                |
| <input checked="" type="checkbox"/> Other: 29 hours or less, depending on programming |   |   |

**Contact:**

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