

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Job Title:** Employee Teacher

**Department:** Preschool Ministry

**Hired By:** Jason Payton

**Reports To:** Minister to Preschool & Children

**Campus:** Downtown

**Status:** Part Time

**Employment Category:** V

**Summary of Position:** The Employee Teacher will instruct children, ages ranging from infant-5-year old's in activities designed to promote spiritual, social, physical, and intellectual growth need for preschool. They will be responsible for general supervision and management of the classroom.

**Purpose:** To provide support to families by teaching and caring for their preschool age child(ren) while parents attend church and events.

## Duties and Responsibilities:

- Prepare and implement lesson plans.
- Provide a classroom environment that is mentally, physically, and socially stimulating to preschoolers.
- Gear the program to the needs of individual children with concern for their interests, disabilities, special talents, individual style, and pace of learning.
- Help children become aware of their roles as integral members of a group.
- Interact and play with children on their level.
- Change diapers and attend to the bathroom needs in compliance with State Minimum Standards and Safeguarding.
- Treat children with dignity and respect.
- Establish and maintain a working relationship with all parents and volunteers.
- Participate in required and recommended training programs, conferences, courses, and other aspects of professional growth.
- Clean and sanitize all toys and rooms.
- Be prepared to evacuate class for an emergency or drill (using cribs or walking ropes).
- Maintain the safety and security of children while inside and out of classroom.
- Always maintain Safeguarding policies.

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

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

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

- College graduate preferred  Administrative Experience  Personnel Management
- Church Staff experience preferred  Other: [Click here to enter text.](#)

**Organizational Relationships:** Reports to Minister to Preschool & Children

**Working Conditions:** Select all that apply

- 40 hour work week  Additional hours as needed  Occasional off campus activities
- Continuing Education  Specialized training  Occasional travel
- Other:

**Prepared By:** Jason Payton

**Title:** Minister to Preschool & Children

**Date Prepared or Revised:** March 4, 2023

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name