

**FIRST BAPTIST CHURCH OF MONT BELVIEU**

**MDO ASSISTANT TEACHER JOB DESCRIPTION**

**DEPARTMENT:** First Mother's Day Out

**JOB TITLE:** Assistant Teacher

**REPORTS TO:** MDO Director

**CLASSIFICATION:** 11 Hours Weekly/Tuesdays & Thursdays 8:45am-2:15pm

**PURPOSE:** Implement and assist the teacher in teaching a curriculum that is developmentally appropriate, child-initiated, and that reflects the mission, vision, and guiding principles of First Baptist Church, First Kids MDO.

**QUALIFICATIONS:**

1. Be at least 18 years of age
2. Have a high school diploma or equivalent
3. Must be in good health, able to bend, stoop, lift, and physically take care of children
4. Demonstrate a basic love for children
5. Be certified in CPR and First Aid before the first day of school or within three months of hire date

**RESPONSIBILITIES:**

1. Provide instruction in the classroom
2. Engage with the children and families involved in MDO
3. Speak with Director regarding any needs or concerns in the classroom
4. Supervise, ensure safety, and well being of the children at all times
5. Assist the lead teacher in any way possible including but not limited to:
  - a. Implementing portions of the daily program as directed by the Director or teacher
  - b. Assisting in keeping the classroom storage areas, and bathrooms clean, orderly, and sanitized
  - c. Help with keeping diapers changed, and/or toilet needs
  - d. Attend staff meetings when needed
  - e. Assist in maintaining attendance, daily and incident reports
6. Step in for the lead teacher when he/she is not present

**INQUIRIES AND RESUMES MAY BE SENT TO [MDODirector@yourfirstbaptist.com](mailto:MDODirector@yourfirstbaptist.com)**