

FIRST BAPTIST CHURCH OF MONT BELVIEU

MDO LEAD TEACHER JOB DESCRIPTION

DEPARTMENT: First Mother's Day Out

JOB TITLE: Lead Teacher

REPORTS TO: MDO Director's Assistant

CLASSIFICATION: 12 Hours Weekly/Tuesdays & Thursdays 8:30am-2:30pm, additional 1 hour/week pay for lesson planning.

PURPOSE: The MDO worker shall support the church's MDO ministry:

1. To create and maintain a safe and loving learning environment that is physically and emotionally conducive to optimum growth and development of preschoolers
2. To meet the spiritual, physical, emotional, mental, and social needs of preschoolers
3. To educate preschoolers through the teaching of Biblical truths
4. To reach preschoolers and their families for Christ and for the church
5. To involve the church family in laying a Christian foundation for preschoolers

SUMMARY OF DUTIES: The Lead Teacher will have overall responsibility for the class: organizing lesson plans, requesting supplies, and implementing MDO policies

REQUIRED QUALIFICATIONS: the successful candidate shall:

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

RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the MDO Director and MDO Board deem appropriate.

1. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
2. Become acquainted with each child and aware of his/her needs.
3. Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, safety, etc.)
4. Cooperate in maintaining a happy atmosphere in which each child may come to know his/her limitations, self regulate behavior, and practice independence.

5. Be familiar with and follow the established personnel policies and procedures.
6. Work according to the schedule outlined by the Director.
7. Write age-appropriate lesson plans based on the weekly secular and biblical themed unit of study planned by the MDO Director.
8. Maintain a clean and orderly room each day.
9. Provide the director a request for additional teaching aids needed at a minimum of 2 weeks before supplies are needed. This is not a guarantee, but the director will try to fill as many requests as possible.
10. Enrich daily programs in a variety of ways, using the best methods of teaching to enhance the learning experience.
11. Communicate with and respect all privacy concerns regarding children, parents and staff members.
12. Make careful observations and written notations of significant behavior of children for whom you are responsible.
13. Attend Open House and the monthly Staff meetings.
14. Take advantage of discipleship training classes, workshops, and other training opportunities that relate to teaching preschoolers.

SPECIAL CONDITIONS: This position is a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full time personnel. The intent of the part-time status is to not exceed 32 hours per week. Social Security and Medicare taxes will be withheld and matched by the church. This position reports to and is supervised by the MDO Director, but employment is through the Associate Pastor of Family Ministries following Church Personnel Policy and the MDO Employee Handbook.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS:

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory Skills: ability to transfer weight up to fifty pounds, ability to stand, walk, sit, stoop, kneel, possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity

INQUIRIES AND RESUMES MAY BE SENT TO MDOdirector@yourfirstbaptist.com