

TITLE AFTER SCHOOL CHILD CARE EMPLOYEE

REPORTS To Lead Teacher

QUALIFICATION REQUIREMENTS PREFERRED

High school diploma or equivalent. Associate Certification in Elementary Education or related field. Basic knowledge of Christian faith and United Methodist policy. Education required to meet state licensing requirements for employee in children's day care facility. CPR and First Aid certification. Maintain license for transporting students.

EXPERIENCE/SKILLS

Strong Christian commitment. Prior experience in a child care facility/public or private.

GENERAL DESCRIPTION

Provide safe, nurturing, and educational care and experiences entrusted to the First United Methodist Church After School Child Care Program. Follow the FUMC After School Staff Handbook policies and procedures. Establish and implement age appropriate curriculum and program under the direct supervision of the Lead Teacher.

DETAILED DUTIES

- Fulfill all requirements of an employee in a child care program.
- Assist in the preparation for daily duties and responsibilities.
- Communicate with the Lead Teacher on a regular basis.
- Assist with the needs of all children.
- Assist in maintaining daily and weekly logs on each child.
- Communicate well with all parents.
- Instill Christian values through prayer, songs, stories, art, conversations, and discussion.
- Make daily health observations of children and report any conditions needing attention.
- Assist in organizing classroom and maintaining a clean attractive environment.
- Follow Employee Handbook and policies/procedures of FUMC.
- Follow FUMC Safe Sanctuary Guidelines.
- Work cooperatively with staff, parents, board members and volunteers.

- Dress professionally and neatly.
- Display high standards in attitude, outlook, and morals with awareness of the importance of leading by example.
- Use effective written communication skills. Verbally communicate in clear, understandable, and positive manner.
- Demonstrate excellent attendance and punctuality.
- Understand and exercise appropriate confidentiality.
- Work collaboratively with staff.
- Maintain and be in possession of a valid drivers license.
- Operate a bus/van with ease while maintaining appropriate bus behavior.
- Assign seats to students and maintain accurate student information including seat assignments.
- Notify the Lead Teacher immediately of any driving violations.
- Complete and maintain all records and documents required by FUMC.
- Attend all meetings and professional development required by FUMC
- Supervise children and all times and participate in classroom/playground activities.

FUMC reserves the right to make changes in this position description or to reassign tasks as required for church needs.