

## **FIRST UNITED METHODIST CHURCH JOB DESCRIPTION**

**TITLE** COOK/ CLASSROOM ASSISTANT

**REPORTS TO** Lead Teacher/Director of Child Development Center

**RESPONSIBILITIES** Support Child Care Philosophy and Provide Leadership

### **QUALIFICATION REQUIREMENTS PREFERRED**

Preferred Degree, Certification in Early Childhood Education. Basic knowledge of Christian faith and United Methodist policy. Education required to meet state licensing requirements for teacher in children's day care facility, CPR and First Aid certification. Nutritional knowledge and awareness of children's possible health/developmental concerns, Serve Safe Certificate Training.

### **EXPERIENCE/SKILLS**

Strong Christian commitment. Prior experience in children's day care facility/public or private school.

### **GENERAL DESCRIPTION**

Provide safe, nurturing, and educational care and experiences for children entrusted to the First United Methodist Church Child Care Center. Follow the FUMC Child Development Center Handbook and policies and procedures. Establish and implement age appropriate approved curriculum and program under direct supervision of Lead Teacher/Director of Child Development Center. Purchase food and prepare food based on state nutritional guidelines.

### **DETAILED DUTIES**

- Purchase food and submit receipt to the Lead Teacher/Director of Child Development
- Prepare meals according to the four-week menu rotation.
- Adhere to nutritional guidelines set forth by the CACFP and maintain documentation.
- Maintain daily, weekly, and monthly food program records.
- Clean and sanitize appropriate dishes, flatware, and cooking surfaces according to sanitation regulations.
- Fulfill all requirements of a Teacher Assistant in a child care center.
- Prepare regularly for daily duties and responsibilities.
- Communicate with Lead Teacher and Director of Child Development Center on a regular basis.
- Assist in establishing and maintaining accurate accounting of all inventory.
- Assist in the implementation of the approved Creative Curriculum.

- Demonstrate implementation of Creative Curriculum with fidelity.
- Follow ECERS guidelines while maintaining the child/staff ratios at all times.
- Instill Christian values through prayer, songs, stories, discussion, and demeanor.
- Make daily health observations of children and report any conditions needing attention to the Lead Teacher/Director of Child Development Center.
- Follow Employee Handbook and policies/procedures of FUMC.
- Follow FUMC Safe Sanctuary Guidelines.
- Work cooperatively with staff, parents, and volunteers.
- Use effective written communication skills. Verbally communicate in clear and understandable manner.
- Understand and exercise appropriate confidentiality.
- Follow all childcare laws, sanitation rules, fire codes, tornado drills, and intruder procedures.
- Develop an annual professional development plan with the Lead Teacher/Director of Child Development Center that reflects quality professional growth.
- Attend regular staff instructional meetings and participate in all training.
- Assist in maintaining clean, organized classrooms that reflect current activities/themes.
- \* Assist in maintaining necessary documentation on all assigned children which includes daily sheets for each child in attendance, weekly lesson plans, and monthly attendance sheets.
- Assist in collecting and maintaining Incident Reports and Medication Permission Slips.
- Assist and participate in required parent conferences that reflect student progress.
- Assist in preparing classroom for star rated licensing every three years, striving to maintain five star rating.
- Assist Lead Teacher/Director of Child Development Center with compliance visits.
- Ensure the Emergency Medical Plan is followed in the event of an emergency.

FUMC reserves the right to make changes in this position description or to reassign tasks as required for church needs and approved by the board. Approved 2/06/2018.