

FIRST UNITED METHODIST CHURCH JOB DESCRIPTION

TITLE LEAD TEACHER

REPORTS TO Director of Children's Ministries

SUPERVISORY RESPONSIBILITIES Coordinates with Childcare Staff

QUALIFICATION REQUIREMENTS PREFERRED

High school diploma or equivalent. 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 allergies.

EXPERIENCE/SKILLS

Strong Christian commitment. Prior experience as a teacher 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 Staff Booklet policies and procedures. Establish and implement age appropriate curriculum and program under direct supervision of Director of Children's Ministries. Respect each child as a child of God and a unique individual.

DETAILED DUTIES

- Fulfill all requirements of a teacher in a child care center.
- Prepare regularly for daily duties and responsibilities.
- Communicate with Director of Children's Ministries on a regular basis.
- Assess the needs of each child.
- Follow all requirements stated in Staff Booklet.
- Maintain daily and weekly logs on children.
- Communicate well with all parents.
- Instill Christian values through prayer, songs, stories, art, conversation, and discussion.
- Make daily health observations of children and report any conditions needing attention.
- Organize work. Establish objectives, evaluate objectives and report progress.

- Follow Employee Handbook and policies/ procedures of FUMC.
- Follow FUMC Safe Sanctuary Guidelines.
- Work cooperatively with staff, parents, members, vendors, and volunteers.
- 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 and understandable manner.
- Practice organizational and time management skills.
- Practice excellent attendance and punctuality.
- Understand and exercise appropriate confidentiality of church related business and personnel matters, and exercise good judgment in performance of duties.
- Display enthusiastic leadership.
- **REQUIRED**
Complete and submit all records and documents, required by FUMC. Attend all meetings as established by the church.
- **PHYSICAL REQUIREMENTS**
Climb stairs and move about the facility. Stand for extended time. Participate in children's activities. Participate in playground activities.
- **ENVIRONMENTAL CONDITIONS**
Work within a climate controlled and smoke-free environment and outdoors.

FUMC Lead Teacher Job Description September 2013

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