

Job Description/Duties and Responsibilities Overview

Position: **Teacher** - Early Childhood Ministry

Reviewed and Revised by SPR July 2019

Status: Hourly, average of 6 hours per week, non-exempt.
Hours: Sunday morning, Wednesday evening; other hours on demand, as needed per church programming requirements
Position reports to: Children's Ministry Director
Direct Reports: N/A

It is expected that all employees will be professing Christians who support the vision of Fairview Church. It is also expected that each employee will fully recognize and uphold the right of all church members to expect absolute confidentiality as this regards any information the employee may obtain concerning the interaction between the church and any individual in their financial and personal lives.

Job description: The Early Childhood Teachers help to lay the foundation of faith in the lives of children who are infants up to 5 years of age. May be assigned to assist with elementary aged students on an as needed basis. Early Childhood Teachers care for the children of church members and attendees during Sunday morning and Wednesday night programs and worship services. They also attend to the care and physical/spiritual needs of the youngest members of our church family at any time that church programming may require.

Overview of Duties/Responsibilities:

- Teach and lead activities; support other staff/volunteers in their roles teaching and leading activities.
- Arrive before children and volunteer staff to prepare the assigned classroom and be ready to welcome children.
- Enforce Ministry Safe policies and procedures as dictated by Fairview Church and insurance policy requirements, ensuring adherence to all Ministry Safe rules and procedures in all areas of programming.
- Support volunteer staff in their primary role building relationships with children.
- Act as primary staff contact for discipline, in compliance with Discipline Action Plan.
- Change diapers and assist with potty-training (second to parents/guardians).
- Act as primary responder in an emergency situation (includes administering first aid, CPR, and filing follow up reports as required).
- Oversee cleanup of room at end of shift and complete appropriate session reports.
- Enforce and follow all Early Childhood procedures.
- Alert/page parents as required.

Knowledge/Skill/Experience Required:

- Must be a Christian, in harmony and practice with the faith community.
- Minimum of a high school diploma.
- Must be CPR/AED trained and certified, or willing to obtain certification.
- Knowledge or willingness to learn about the development of young children with a clear understanding of care required for children preschool-age and under.
- Provide a safe, loving environment to Fairview's youngest members.
- Past experience working with young children.
- Must be sensitive in working with children, parents, and other staff members.