GRACE BIBLE CHURCH KIDS' MINISTRY

Mother’s Day Out Substitute Teacher

JOB DESCRIPTION



JOB OVERVIEW / OBJECTIVE

The Mother’s Day Out Ministry exists to connect with families for the life-changing pursuit of Jesus Christ. The primary role of the Substitute Teacher is to assist in building relationships with the children of their classroom, along with providing biblical teaching and a safe environment to grow.

JOB CATEGORY

As needed: Part-time Hourly – Max 15 hours/week, (August – May)

As needed: Tuesday & Thursday 7:30a-3:30p

PRIMARY DUTIES & RESPONSIBILITIES

* Provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
* Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.)
* Assists the teacher in the room with daily activities and class schedule.
* Follows opening and closing procedures, as well as policies as outlined in the Kids Ministry handbook.
* Communicates with MDO (Mother s Day Out) Coordinator as needed regarding children who are upset for prolonged periods of time as well as communicates any issues concerning MDO.
* Inform the MDO Administrative Assistant of any repairs and materials needed.
* Performs any other assignments the coordinator deems necessary.

GRACE KIDS' MINISTRY EXPECTATIONS

* Maintain an active relationship with Jesus Christ, sustained through the practice of personal spiritual disciplines.
* Embody Christlikeness and leads with humility, character, and love.
* Demonstrate commitment to unity and willingness to work in a collaborative team environment, thus working to put off gossip and any form of divisiveness.
* Be personally engaged with home church.
* Support Grace’s beliefs, values and practices as outlined in the Doctrinal Statement.
* Maintain annual Ministry Partner agreement with her home church.
* Remain up to date on all activities and ministries going on at Grace to disseminate general information when needed.

MINIMUM QUALIFICATIONS

* Embody Grace Kids Ministry expectations (see above).
* Effective time management skills and the ability to multitask.

CORE COMPETENCIES AND GIFTINGS

* Ability to manage time efficiently.
* Ability to communicate efficiently with teachers, parents, and/or staff.
* Ability to work collaboratively with individuals and team members at all levels.
* Professional and proactive work ethic.
* Organized and provides attention to detail.
* Willingness to grow and support in other areas as needed.