

## GRACE BIBLE CHURCH KIDS' MINISTRY

# Mother's Day Out Assistant Teacher

## JOB DESCRIPTION

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### 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 Assistant Teacher is to assist in building relationships with the children and parents of their classroom, along with providing biblical teaching and a safe environment to grow.

### JOB CATEGORY

Part-time Hourly – 15 hours/week, August - May

Tuesday and Thursday 7:30a-3:30p, one monthly Monday meeting, leadership development 1-2 times a year

### PRIMARY DUTIES & RESPONSIBILITIES

- Provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
- Assists in building relationships with the parents of the classroom through morning and afternoon drop-off connection points, classroom communications, special events, and personal invitations to events of Grace Bible Church.
- Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, healthcare, and safety.)
- Follows opening and closing procedures, as well as policies as outlined in the Kids Ministry handbook.
- Posts classroom pictures to ministry groups (photo circle, GroupMe or remind)
- Communicates with MDO Coordinator as needed regarding children who are upset for prolonged periods of time as well as communicates any issues concerning MDO.
- Assists with any special events of the ministry.
- Assists in creating monthly lesson plans and supply lists using developmental milestones as a guide.
- Assistants Lead teacher in curriculum planning process by working alongside Lead in the process of selecting, planning, and preparing materials during curriculum planning days.
- Informs the MDO Administrative Assistant of any needed repairs and materials.
- Attends monthly planning/staff development meetings and trainings.
- Assist the Lead teacher with everyday classroom activities (centers, crafts, story time, snacks etc.)
- Takes on Lead teachers' duties when Lead teacher is absent.
- 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

- Minimum of 1 years' experience working/serving in Kids Ministry or early childhood learning environment.
- Embody Grace Kids Ministry expectations (see above).
- Church Ministry Partner or willing to become one at her home church.
- 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.