

# First Presbyterian Church of Houston

## Kid's Day Out Teacher

### Job Description

First Presbyterian Church, Houston is a thriving, and dynamic urban church with a membership that exceeds 4500. Established in 1839 and rich in tradition, FPC seeks, by the grace of God and led by His Spirit, to minister to children and families in the 21<sup>st</sup> century, leading them to a deepening relationship with Jesus. The Children and Family Ministry vision is to:

- Teach children that worship is an important part of their life even at a very early age (Worship)
- Provide children and families the opportunity to serve and give generously (Serve)
- Equip children to share Jesus with others (Invite and Invest)
- Equip families to study, pray and grow in their relationship with Jesus Christ (Grow).

“...Love the Lord your God with all your heart and all your soul and with all your strength and with all your mind...” Luke 10:27

**Job Title:** Kid's Day Out Assistant Teacher

**Incumbent:** \_\_\_\_\_

**Department:** Children and Family Ministry

**Reports to:** Heather Homan

**Date:** **2014-2015 School Year**

**General purpose of job:** Provide a fun, safe, and nurturing learning experience for children in a Christian environment.

#### **Essential duties and responsibilities:**

#### **Education and Curriculum**

- Assists in implementing curriculum activities and lesson plans that promote children's social, emotional, physical, cognitive and spiritual development. Implements program schedule for the classroom, outdoor time, meals, snacks, and special activities.
- Interact with parents, children, and co- teachers in a positive way. Uses positive guidance techniques consistent with state regulations; counsels children when social, academic or adjustment problems arise.
- Keep accurate and current records of each child's developmental milestones, and reports student accidents, injuries and attendance to the office daily.
- Foster relationships with children, families, and colleagues.

- Supervise children on the playground and in the mini-gym
- Encourage children to engage independently in developmentally appropriate activities
- Provide hygiene care for children (responsibilities include diaper changing, wiping noses, feeding meals and snacks, etc.)
- Helps the lead teacher establish developmentally appropriate room arrangement, décor (themed based bulletin boards), and learning environment in the classroom. Clean classroom and re-stock supplies.
- Has strong working knowledge of Texas Minimum Standards as they pertain to KDO's operations.
- Provides written communication to parents regarding their child through daily reports.
- Other duties as requested by the supervisor

### **Interactions with Parents, Staff and Director**

- Under the direction of the Lead teacher, assist with the implementation of the curriculum and activities.
- Observes, records, and reports to director any significant behavior of children or staff that could adversely affect the quality of care provided.
- Attend staff development meetings and training sessions
- Meet and communicate with lead teacher to plan curriculum for the upcoming week (optional)
- Accepts temporary work assignments in the event other staff is not available such as assisting in another classroom or taking full responsibility of the classroom in the absence of the lead teacher.
- Coordinate holiday and birthday parties as needed

### **Health and Safety**

- Implements appropriate emergency procedures in the event of fire, tornado, lock down or other emergency situations.
- Administers CPR/First Aid or other appropriate emergency procedures in the event of serious student accidents or emergencies
- Properly maintains educational materials and equipment; ensures that children are using equipment in an appropriate manner.
- Keeps classroom and other play areas safe, neat and clean. Immediately notifies director of needed repairs to the building, play area, equipment or toys throughout the facility. Ensures that children are not exposed to equipment or situations that could affect their health or safety.

**Qualifications:**

- Committed Christian who is actively growing in their faith
- Must meet or exceed state licensing requirements for age and education (State of Texas is 18 with a high school diploma)
- Completed application and background check
- Maintain at least 24 hours of training each year.

**Desirable Traits**

- Adaptability and flexibility
- Good communicator
- Calm, confident, positive demeanor
- Friendly and outgoing

**Physical Requirements**

- Loading and unloading boxes of supplies
- Light furniture moving
- Physically participating with children in their activities (ex. playing and dancing)
- Lifting children for hugs or diapers changes
- Rocking babies to sleep
- Cuddling a sad or injured child