

Ellendale United Methodist Church
Mother's Day Out Lead Teacher
Job Description

PURPOSE:

- To provide a safe, healthy, and loving environment for our nursery-preschool children.
- To meet the social, emotional, physical, and mental needs of preschoolers.

SUMMARY OF DUTIES:

- The Lead teacher will have overall responsibility for the class: provide instruction and lesson plan based on unit of study provided by the Director. Engage with staff, children and families. Speak with Director regarding any needs or concerns in class. Supervise, ensure safety, and well-being of the children. Assist co-teacher with attendance, classroom cleaning, bathroom breaks, and setup of all activities.

REQUIRED QUALIFICATIONS:

- Demonstrate a basic love for children.
- Be certified in CPR/First Aid/AED. Class will be provided
- Be at least 16 years of age
- Have a high school diploma or equivalent.
- Experience working with children is not required, but preferred.

RESPONSIBILITIES:

- Become acquainted with each child and aware of his/her needs. This also included, eating, toileting, sleeping, playing, working, health, safety, etc.

- Be familiar with and follow the established personnel policies and procedures.
- Work according to the schedule outlined by the Director.
- Plan lessons and calendar based on the unit of study provided by the Director.
- Maintain a clean and orderly room each day. This includes disinfecting classroom periodically throughout the day.
- Send home "What I did today" notes to make parents aware of any significant incidents or experiences observed by the child.
- Attend Monthly staff meetings and quarterly deep cleaning.
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SPECIAL CONDITIONS: This position is classified as part time support staff and does not include vacation, sick time, or other benefits afforded to full time personnel. The intent of the part time status is not to exceed 11 hours per week. This position reports to the MDO Director and should follow the Employee Handbook guidelines.

PHYSICAL AND/OR ENVIRONMENTAL DEMANDS: The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work effectively in an environment with frequent interruptions and distractions.
- Ambulatory skills: ability to transfer weight up to fifty pounds: ability to stand for long periods of time, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
- Ability to speak, hear, smell, and exercise, visual acuity.
- May require outside supervision of children in 40°- 95° weather in non-extreme cold/heat conditions.