

## Job Description - Sample

*A church should be cautious about all the persons it employs, especially those who teach in preschool departments. A church should expect as much from employed preschool teachers in the way of training and preparation as it expects from the volunteer teachers in Sunday School or Discipleship. Special training opportunities should be offered at times when employed preschool teachers can and must participate. Each employed preschool teacher's performance should be evaluated regularly by a person who understands the principles of teaching preschoolers and who observes the employee teaching. A church needs to consider preparing a job description for its employed preschool teachers. This job description can become the basis for evaluating the work of the employed teacher.*

### **Employed Preschool Teacher (Paid Workers)**

#### ***General Qualifications***

- An adult Christian with a desire to care for and teach preschool age children in a church context.
- Child Care experience and willingness to receive orientation and further training in teaching preschoolers.
- Transportation available.
- Available and prepared to work at the specific times agreed upon.
- Willingness to interview, complete an application form and sign an authorization for a background check.

#### ***Responsibilities***

1. Punctual at times specified.
2. Provide for needs of preschoolers during worship services on Sunday mornings and evenings, Wednesday evening, during revivals, and at other special times or church activities as requested by the program director or the Preschool Minister.
3. Use preschool teaching materials and helps as appropriate to the specific age group and approved by the church.
4. Receive orientation and training by viewing the videos, Teaching Babies in Sunday School, Teaching Two's and Three's in Sunday School, Teaching Four's and Five's in Sunday School, Observing Bible Store Time, and other materials and training as appropriate.
5. Other duties as assigned by the program director or chairman of the Preschool Committee.

#### ***Procedures***

1. Receive each child into the assigned area and identify the child with parents in the manner specified (security tags).
2. Identify each child's care items (diapers, bottles, toys, sweaters, coats, etc.) with the child as specified and label accordingly.
3. Teach and care for the children during the session, providing for their needs and insuring their safety.
4. In case of illness, injury or other need for the parent, notify the parents in the manner specified.
5. Release each child only to the parent or adult who brought the child.
6. Allow access into preschool rooms only to persons who have specific responsibilities or need to be in the room. Visitors, children, teenagers, etc. should not be allowed access into the room to play with or hold the children.
7. Report problems in the area or any needs for the area to the program director or Chairman of the Preschool Committee.
8. Become familiar with the church's emergency evacuation plans (fire, tornado, earthquake) and emergency telephone numbers and procedures.
9. Turn in record of time worked to the program director, the Chairman of the Preschool Committee, or church secretary.