



## Employee Teacher

**Department:** First Friends Preschool & Kindergarten Ministry

**Hired By:** Employee Associate

**Reports To:** Employee Associate

**Campus:** Loop

**Status:** Part-Time

**Employment Category:** V

**Summary of Position:** Minister to the children of Houston and their families through providing quality care and programming.

### Purpose:

Provide an environment in which each child in First Friends Ministry would:

- Develop positive attitudes about himself, church, God, Jesus, and the Holy Spirit.
- Know that people at church love him or her.
- Receive teaching that builds the foundation of faith, so that when they are ready, they may receive Jesus Christ as their personal Savior.

And each family in First Friends Ministry would:

- Feel comfortable and confident leaving their children in our care.
- See the preschool as a godly, effective, and excellent area of the church.
- Experience Christ's love through us as we minister to them and their children.

### Duties and Responsibilities:

- Engage and supervise children birth – kindergarten
- Respectfully communicate with children, parents, and volunteers
- Prepare and implement Bible curriculum
- Manage a classroom effectively
- Ensure a fun, clean, safe environment
- Change diapers, assist with bathroom monitoring
- Feed children
- Clean and disinfect toys, classroom, and other preschool areas as needed

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.



**Skills Requirements:** Select all that apply

- Computer skills:      Windows      Mac      MS Office      MS Outlook
- Language skills      Math skills      Reasoning ability
- Administration      Service to others      Teacher/Leader
- Good Communication skills      Team builder      Self-disciplined
- Servant leader      Decision maker      Strong work ethic
- Empathy for ministry partners      Attention to detail

**Education and/or Experience:** Select all that apply

- College graduate preferred      Administrative Experience      Personnel Management
- Church Staff experience preferred      Other: Must be 18 years of age.

**Organizational Relationships:** Reports to Preschool Ministry Coordinators, Preschool Ministry Director

**Working Conditions:** Select all that apply

- 40 hour work week      Additional hours as needed      Occasional off campus activities
- Continuing Education      Specialized training      Occasional travel
- Other: 29 hours or less, depending on programming

**Contact:**

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