

Kenly Missionary Baptist Church  
Christian Childcare Center - Teacher's Assistant Job Description

Job Title: Teacher's Assistant/Closer

Reports To: Childcare Center Director

Position Status: Full Time

**Kenly Missionary Baptist Church Mission Statement**  
**Love God, Love Others, Serve Both**

**Prerequisites:**

Prior to beginning employment, new hires will be required to submit to a criminal background check. Applicants should not have been convicted of any crime involving child neglect, child abuse, or moral depravity.

Employees should not have had any substantiated findings of child abuse or child neglect as the result of a child protective services investigation or assessment conducted by a local Department of Social Services (or its equivalent).

Prior to beginning employment, new hires will submit to a drug screening. Employees should have no positive test for illegal drugs. Employees should not illegally use narcotics or other impairing drugs. Employees should not be habitually excessive users of alcohol.

**Qualifications:**

- Must demonstrate a meaningful personal relationship with Jesus Christ. This is evidenced by having made a public profession of faith that Jesus is his/her Lord and Savior, being active in a local body of Christian believers, and possessing a character that reflects biblical godliness.
- Must have a clear passion for working with and nurturing children.
- Applicants must be at least 16 years old. Any person under the age of 18 who is counted as part of the teacher/student ratio must be under the direct supervision of a literate person who is at least 21 years old, per NC General Statute 110-106(e)

**Teacher's Assistant/Closer Responsibilities :**

1. The teacher's assistant/closer may assume the duties of the lead teacher at the end of the day, or may handle the completion of other tasks so that the lead teacher can maintain supervision with the children.
2. Must clean the room at the end of the day ensuring that it is fully ready for the next day (or that it is appropriately cleaned and arranged for any church activities that will occur prior to the next day of business). This includes, but is not limited to, vacuuming, sweeping, mopping, removing trash and replacing the can liner, cleaning counters and changing tables, sanitizing and straightening toys, removing and replacing soiled linens

- (crib sheets will be replaced at the end of every day), cleaning bathrooms, arranging furniture, etc.
3. When supervising children, the teacher's assistant/closer will maintain constant visual supervision of children in accordance with NC General Statutes, including maintaining required child/teacher ratios. The teacher's assistant/closer will inform the director ahead of time when he/she will not be present, and immediately when assistance is needed with supervising children.
  4. Will be responsive to children's needs in a timely manner (diapers changed, children toileted, hands and faces washed, snacks and meals served on time, administering first aid, etc.).
  5. Must arrive at the center on time (as determined by the director), with a positive attitude and prepared work.
  6. Must ensure that the physical environment meets or exceeds all regulatory standards (supervision, safety, sanitation, etc.)
  7. Administer discipline, when necessary, promptly, fairly, and firmly but lovingly. The reason for discipline will be clearly explained to the child being disciplined. Discipline will be administered (and recorded and communicated to parents) in accordance with the KMBC CCC policies and procedures. Praise and positive reinforcement will be used often and openly to limit the need for discipline.
  8. Must maintain Christ-like and professional interaction with children, parents, other staff members, and any other persons encountered within the facility.
  9. Must complete relevant paperwork in an accurate, thorough, and prompt manner. This includes, but is not limited to, medication administration, discipline incidents, feeding and sleeping logs (for babies), first aid incident reports, attendance, etc. The teacher's assistant/closer will NOT fill out any paperwork for incidents with which he/she is not directly familiar.
  10. Must ensure that children are being picked up by the appropriate person listed in the children's files. If the teacher is not certain about the identity of the person picking a child up, then he or she will ask to see a photo ID for verification. The teacher will immediately report any concerns to the director. The teacher will not release any child to an adult until the adult is positively identified as being an appropriate pick-up person for that child.
  11. Must understand that his/her role is a fluid one. He/she may report to the same teacher or class to do the same tasks every day, he/she may be assigned to assist different teachers at different times, or he/she may directly assist the director in various roles within the center.
  12. Must maintain his or her relationship with Christ through continued active involvement in a local body of Christian believers that includes regular participation in corporate worship, consistent participation in a Sunday school class or other discipleship small group, and personal prayer time and Bible study.

In applying for this position, references are requested. One of these should be from the applicant's current pastor or other significant spiritual leader within a local body of believers. A second preference would be a supervisor in a recent job. We will not contact references unless you are being seriously considered for employment at our center.

**HOW TO APPLY:**

Please send resume and references by email to [childcarejobs@kenlybaptist.com](mailto:childcarejobs@kenlybaptist.com).

