

Kenly Missionary Baptist Church
Christian Childcare Center - Lead Teacher Job Description

Job Title: Lead Teacher

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 ok 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.
- Must be at least 21 years of age.
- Must have the NC Early Childhood Credential (or its equivalent), **or** be currently enrolled in the NC Early Childhood Credential coursework, **or** have experience that includes working directly with children in a controlled learning environment. Preference will be given to applicants with relevant education and experience.

Lead Teacher Responsibilities

- Maintain constant visual supervision of children. The teacher will assure supervision is always in accordance with the NC General Statutes, including maintaining required child/teacher ratios. The teacher will inform the director ahead of time when he/she will not be present, and immediately when assistance is needed with supervising children.
- Assure at all times the health, safety, and well-being of all children under his/her supervision.
- 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.).

- Arrive at the center on time (as determined by the director), with a positive attitude and prepared to work.
- Assure that the room is appropriately set up and ready to go prior to the start of each work day. This includes assessing the room to make sure that the closer completed all tasks appropriately at the end of the previous work day. This also includes making sure that other uses of the room (e.g. Sunday school, Awana, etc.) have not left any potential risks or hazards for the daycare environment (e.g. cleaning chemicals or supplies not put up, furniture not arranged safely, etc.)
- Ensure that the physical environment meets or exceeds all regulatory standards (supervision, safety, sanitation, etc.).
- Plan and execute a day-to-day and week-to-week schedule for his/her classroom.
- 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.
- Maintain Christ-like and professional interaction with children, parents, other staff members, and any other persons encountered within the facility.
- 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.
- Rely constructively on the assistant/closer. However, no paperwork should ever be completed by anyone other than the teacher if the teacher is the only staff member directly familiar with an incident or circumstances. The teacher will communicate directly and promptly with parents about any incidents involving their children.
- Ensure that children are being picked up by appropriate persons who are 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.
- 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.

