



JOB DESCRIPTION

Growing in the Son Academy – Lead Teacher

Human Resources Department

Executive Office

Reports To: Growing in the Son Preschool Director
Category of Employment: Temporary, Part-time
Anticipated duration limited to 2017-2018 GIS school year.
Payroll Status: Hourly, Non-Exempt
Office Hours: Dependent on age level of classroom, not to exceed 32 hours per week, as approved and scheduled

The mission of Compassion Christian Church is to lead people to a life-changing relationship with Jesus Christ.

Job Summary

To further the mission of the Church by effectively supporting and assisting the Director of the Growing in the Son Preschool, in the planning, development and implementation of a preschool curriculum, having the primary goal of building strong foundations of faith for young children within assigned area while promoting spiritual, academic, social, physical, and emotional development.

Minimum Qualifications

1. **Experience:** Must have a ministry related experience with programs related to preschool age children.
2. **Education:** High School Diploma. A preferred candidate will have a certification in Early Childhood Education in addition to a Bachelor's degree from an accredited college or university. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Must be adept at recruiting, training, and activating volunteers to service. Candidate must exhibit computer knowledge, experience and proficiency with Microsoft Office applications. Candidate must exhibit excellent organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent written and verbal skills. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. Activities with children, including sports and games of a physical nature.
 - b. May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.

3. Supports and adheres to the policies and procedures of CCC and GIS Preschool.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

1. General staff responsibilities:
 - Attend church events and staff training as required.
 - Participate in called departmental meetings.

2. Specific ministry duties and responsibilities:
 - Lead all components of classroom organization, management, and instruction.
 - Maintain confidentiality of students and students’ records.
 - Develop and maintain positive relationships with all Preschool parents and children.
 - Provide adequate information, plans, and materials for substitute teachers.
 - Delegates assignments and supervises teaching assistant.
 - Supervises, guides, and models appropriate behavior and teaching techniques for teacher assistant and volunteers under her/his supervision in the classroom.

3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or otherwise alters my “employment at will” relationship with Compassion Christian Church.

Printed Name of Staff Member: _____

**Signature of Staff Member/
 Acknowledgement of Job Description**

Date