



## **Job Description Teacher**

**Position Summary:** A teacher at Abilene Weekday is responsible for the safety, well-being and biblical/education standards of the students in her classroom. This includes teaching the appropriate lessons for the age level and ensuring that the children are getting the best care and education that reflects the standards of Abilene Baptist Church.

**Ministry Department:** Weekday

**Position Reports to:** Abilene Weekday Director

### **Responsibilities and Duties:**

- Monthly calendars turned in on date given by Director for approval. Monthly calendars should include special dates, themes, letter/number (if applicable) per ABEKA standard, Bible lesson and verse, art activities and birthdays.
- Monthly lesson plans turned in on date given by Director. Monthly lesson plans should include special dates, themes, learning objectives (goals), activities to accomplish objectives, art activities and birthdays.
- Be familiar with the emergency escape plan.
- AM/PM carline duties, as assigned by the Director.
- Be able to work as a team. Within your age group, work with the other teachers to make sure the correct information is given to all students in that age. Be willing to share ideas and communicate with the other teachers.
- Incident reports – report any injuries (scrapes, bruises, etc.) The procedures for reporting an incident include filling out an “Ouch Report”, having that report signed by the Director/Assistant Director, making a copy of the report to be placed in the child’s file by the Assistant Director and sending the original report home in the child’s folder.
- During long breaks, the teacher should contact parents to check on students and maintain communication.
- Since our classrooms are used by many different ministries, they should be left clean and neat each day. Daily cleaning includes returning resource items to their proper place in the resource room, sweeping floors and vacuuming carpet, cleaning tabletops with cleaner provided, making sure all toys that are left out (home living, blocks, etc.) are organized and tying up trash bags and putting them in the resource room trash can. Weekly cleaning includes spraying and wiping all toys at least weekly (or more often during cold/flu season), checking tops of cabinets to make sure they are kept neat. Reminder: food stored in cabinet must be in a sealed container. Cleaning duties are the responsibility of both the teacher and assistant teacher.

**General Responsibilities:**

- Demonstrate a Christ-like attitude in performing all work in order to honor our Lord and Savior Jesus Christ.
- Faithfully maintain discretion and effectively deal with sensitive and/or confidential information.
- Use independent judgment to determine work priorities.
- Perform other related duties as assigned by the Director/Assistant Director.
- Be a loyal staff member by cooperating with the leadership of the church.
- Follow Abilene's policies and procedures. Work in coordination with the overall mission, goals and objectives of the church, which are summarized by the mission statement, *"To reach people and develop them into fully mature, reproducing followers of Christ."*

**Knowledge, Skills and Abilities:**

For toddlers-2s: General knowledge of children and their needs; basic computer skills.

3's-Pre-K: Some form of college degree or technical certificate (preferred); basic computer skills.

Kindergarten: College degree in early childhood education (preferred); basic computer skills.

Excellent time management and organizational skills are necessary for all teaching positions.

**Conditions and Physical Requirements:** A candidate for this position will be required to sit, walk and stand, talk or hear, both in person and by telephone; use hands repetitively to finger, operate standard office equipment and reach with hands/arms and lift up to 25 pounds.

*This job description is intended to describe the general nature and level of work performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Abilene Baptist Church retains the discretion to add to or change the duties of the position at any time.*