



## Teacher/Employee Job Description

### Principal Function:

As a ministry of Creek Path Baptist Church, Creek Path Childcare's (CPC) mission is to provide a quality, Christian-based Pre-school/Day Care Center for children between the ages of 6 weeks and 5 years old; as well as an After-school Care and Summer Care Program for children in kindergarten through fifth grade. The CPC ministry is established to meet the need for childcare in our community and to connect with young families. As a ministry of Creek Path Baptist Church, CPC will support the church's mission of engaging God in worship and His Word as well as engaging the world with the gospel of Jesus Christ.

CPC employees will work under the direct supervision of the CPC Director, Creek Path Childcare Committee and Pastor to teach and nurture preschool age children.

All CPC employees will have a strong passion, desire and calling to teach and/or work with children coupled with an outgoing, friendly personality.

### Qualifications:

A professing Christian who has made a personal profession of faith in Jesus Christ and agrees with the Baptist Faith and Message.

The ideal candidate understands the importance of maintaining a loving, nurturing learning environment for all children. This person will establish trusting and caring relationships with children, families and other teachers/employees.

Preschool teachers must be at least 19 years old and have a high school diploma or equivalent. Experience in a Pre-school, Daycare or Children's Ministry Program is desired.

Also, certain health requirements must be met. (Negative TB test, physical, drug screen etc.)

Employees must pass an ABI/FBI background check and be cleared by the Alabama Department of Human Resources for employment.

New employees will be hired with the understanding that a period of training will be necessary before their employment is final. The employee will work on a probationary basis until training is complete and a period of successful work verifies their ability to meet all job requirements. Training includes but is not limited to:

Infant/Child CPR training, health, safety, hygiene and child abuse prevention and curriculum development with age appropriate practices

### **Duties and Responsibilities:**

Dress modestly and appropriately for job requirements and maintain a neat, clean appearance.

Maintain a good record of attendance and be punctual with work schedule.

Monitor and enforce safety and security compliance in your specific class as well as in other areas of the facility.

Always supervise children. Children should not be left unattended.

Assure compliance with cleanliness standards for classrooms and nursery. Teachers are responsible for daily cleaning and disinfecting of tables, bathrooms, etc. in their classrooms daily.

Assist at breakfast, lunch (brought by child), snack as students eat and with clean up, as needed.

Participate in car line or other assigned area each day.

Inspect for and report facility issues to CPC director so church property committee can be notified.

Attend continuing education opportunities provided for the staff.

Teachers should follow Abeka Curriculum and the lesson plans as much as is reasonable possible within the time allowed.

Daily time should be spent learning and reviewing Bible verses and lessons.

Christian holidays should be celebrated with the emphasis placed on the Christian meaning.

Student's progress or behavior should not be discussed with anyone other than school employees and administration.

Perform work in a responsible, pleasant, cooperative and confidential manner.

Read and adhere to Employee Handbook.