CROSSROADS CHRISTIAN CHURCH

JOB DESCRIPTION

Title: MMO Teacher
Department: Family Ministry
Reports To: MMO Program Director
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: The Mother's Morning Out (MMO) Teacher's role is to be a positive Christian role model to the young children ages six weeks to three years old in our care. It will be required to teach Bible lessons in fun and creative ways through song, games, and other activities.

Essential Functions:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Set a Christ like example for co-workers, parents, and the children entrusted to their care
- Follow and enhance monthly themes with hands on activities, games, and stories
- Turn in lesson plans every month with supply list
- Prepare a monthly newsletter for parents
- Attend monthly staff meetings
- Monthly continue education through online training
- Keep rooms clean by daily cleaning (emptying trash, clean toys, vacuum, clean counters/tabletops, put away supplies, and keep cabinets organized)
- Decorate rooms/door to match the monthly theme
- Be punctual
- Keep doors of communication open with parents through monthly newsletters, emails, phone calls, and daily reports on children (behavioral, incident, or caught you being good reports).

Additional Responsibilities:

- Help plan special events for classrooms
- Read required monthly reading
- Additional responsibilities as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Must be 18 years old
- High school diploma or GED
- Must love children and desire to teach them Christian values and truths
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church

Work Environment
MMO will be serving six weeks old to children who turn three after August 1.

Physical Demands
This job will require the employee to regularly talk, hear, and see. The employee will frequently stand, walk, get up and down off the floor, change diapers, clean, feed babies, hold, lift, and carry children up to 40 pounds. There could be movement of furniture and equipment to properly keep your work environment clean. The employee will need the mental capacity to recall information and multitask.

Position Type/Expected Hours of Work
This is a part time position. The hours will range between 12-15 hours weekly. Workdays will begin at 8:30 AM and end at 12:30 PM. MMO will operate on Mondays, Tuesdays, and Thursdays. There will be once a month staff meeting and monthly on line continuing education training opportunities.

Travel
There will be occasional in town field trips.

December 1, 2016

The statements listed are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.