

King of Kings Lutheran Church

Cedar Rapids, IA

Job description: Before/After School Care Teacher

I. PURPOSE

To provide a loving, caring Christian environment before and after school hours that promotes children's spiritual, intellectual, and social-emotional development.

II. BIBLICAL PRINCIPLES

"Train up a child in the way he should go and when he is old, he will not depart from it." Prov 22:6

"Jesus said, 'Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.'" Matt 19:14

III. GENERAL RESPONSIBILITIES

1. Model and practice the Christian faith, as defined by LCMS Lutheran beliefs.
2. Understand, support, and apply the Mission, Vision and Core Values of King of Kings Childhood Education Center.
3. Implement healthy, safe, and developmentally appropriate practices that promote good hygiene and safety.
4. Follow policies and protocols as outlined in the CEC Staff Handbook.
5. Arrive promptly and regularly, with limited absenteeism.
6. Develop and maintain a cooperative and harmonious relationship with the CEC Director and other staff members supporting each other in performing daily tasks.
7. Communicate parent concerns to the CEC Director in a timely manner.
8. Remain flexible in adjusting work tasks and schedule when necessary based on student needs.
9. Love God, and love children.

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. Provide a loving, caring Christian environment and promote the child's spiritual, social, personal, and emotional development.
- B. Actively engage with students in activities and homework.
- C. Maintain rapport and professional, clear communication with parents.
- D. Keep a safe, clean, and organized classroom environment free of safety hazards at all times.
- E. Ensure classroom routines and expectations align with the CEC program's mission, vision, and values, and are consistently implemented, and positively impact overall classroom management.
- F. Perform daily opening and/or closing jobs as expected.
- G. Attend all required meetings and required professional training courses.
- H. Complete required reports, records, and forms accurately and on time.
- I. Read emails and staff postings daily.
- J. Other duties as assigned by the CEC Director.

- V. Reporting Structure
 - A. The Before/After school care teacher reports to the CEC Director.
- VI. Required Skills, Knowledge and Abilities
 - A. Must be 16 years of age or older.
 - B. Experience in early childhood education or childcare is preferred.
 - C. Demonstrate professional ethics and behaviors.
 - D. Able to maintain confidentiality.
 - E. Maintain current certifications in CPR, First Aid, Universal Precautions, Mandatory Reporting, and Essentials Training.
 - F. Comply with DHS Licensing Standards and Procedures
 - G. Pass initial and periodic state and Federal criminal background checks.
 - H. Physical Abilities
 - 1. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and reach.
 - 2. Must be able to lift to 40 pounds and move/react quickly to ensure the safety of children.
 - 3. Must be able to get down to the child's level and be on the floor.
 - G. Mental Abilities
 - 1. This role requires the ability to manage several requests and situations at one time.
 - 2. The work environment is active and noise levels vary from quiet to loud, indoor and outdoor activities.
- VII. Mission, Vision and Core Values for the Childhood Education Center are adopted from King of Kings Lutheran Church. Only the Vision statement is slightly altered to reflect the specific focus of the Childhood Education Center.
CEC Vision statement: **A caring community bringing Christ to children and families.**
- VIII. Work Hours and Compensation
 - A. The position of the Before/After school care teacher is a part time position working less than 30 hours per week.
 - B. The position is paid with compensation determined by the Governing Board based on the educational background and experience of the person.