

## JOB DESCRIPTION

Position: **Substitute Preschool Teacher**  
Reports to: **Preschool Director**  
Position Status: **Non-Exempt Part-Time**

Department: **Preschool**  
Effective: **May, 2017**  
Supervisor Approval : Lupe Stott  
Human Resources Approval: Carol Kranz

### PURPOSE:

The purpose of this position is to assist the Board of Elders and the Senior Pastors to grow a healthy church through a balanced emphasis of the church's calling and commitments. The further purpose is, in the event a preschool teacher cannot perform her duties, to assist the Preschool Director to implement and maintain a healthy, safe, learning experience and ministry to children enrolled in MHC Preschool.

### JOB RESPONSIBILITIES AND DUTIES:

- A. Assist the Preschool Director, as requested, in implementing curriculum that reflects the vision, missions, goals, values and atmosphere of the church.
- B. Ensures that each child receives a balanced and appropriate learning experience that reflects biblical teaching and employs Child Appropriate Practices guidelines.
- C. Takes pride in making sure that every child and family served by MHC Preschool is treated responsibly and with respect and dignity regardless of age, marital status, spiritual maturity or race.
- D. Develops appropriate relationships with each child and family in attendance through formal conferences and informal interaction.
- E. Maintains all required and appropriate attendance records in according with state and licensing guidelines and approved policies and procedures.
- F. Ensures that the dismissal of each child at the end of the day is handled in accordance with state guidelines and approved policies and procedures.
- G. Maintains record of each child's educational and spiritual progress according to age and expectations. Schedule parent/teacher meetings when necessary.
- H. Evaluates children's health as they arrive for each session taking the appropriate action if a child is found to be sick.
- I. Maintains a stimulating, clean, and safe learning environment. Works together with MHC Sunday School Coordinators to adequately maintain and appropriately coordinate classroom set-ups.
- J. Ensures that all toys and equipment items are regularly cleaned and in safe working order. Reports unsafe equipment to Preschool Director and disposes of broken and/or unsafe toys.
- K. Arrives punctually and is professional in manner. Notifies the Preschool Director when unable to attend work.
- L. Completes other job-related responsibilities, as required and agreed upon.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Preschool Director.

**ORGANIZATIONAL RELATIONSHIPS:**

1. This position reports to the Preschool Director, who will help to ensure a healthy and balanced personal and family life is maintained despite the demands of a rapidly growing program.
2. Serves on the Preschool Staff and interacts with other teams within the church.

**TRAINING AND DEVELOPMENT:**

Is willing to develop professionally as well as personally and spiritually by personal study, attending educational seminars, and classes.

**JOB SKILLS AND QUALIFICATIONS:**

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. Endorses without reservation the Church’s Statement of Faith, core values, and overall ministry strategy.
3. Regularly attends the worship services at Mission Hills Church or local like-minded church.
4. Possesses a High School diploma.
5. Has completed Early Childhood Development Classes 100 and 115 as well as has completed or is enrolled in two of four Child Development Curriculum classes (Child. Dev. 125, 130, 135 or 140), pursuant to the California State Licensing requirements.
6. Possesses active CPR/First Aid Certification.
7. Possesses current fingerprinting records/Life Scan as required by State Licensing.
8. Possesses current Health Screening and TB test, as required by State Licensing.
9. Has a comprehensive understanding of children’s needs and development.
10. Can accurately communicate the Scriptures in a relevant way to young children.
11. Is willing to develop professionally as well as personally and spiritually by personal study, attending seminars, classes, etc.
12. Embraces the ambassadorial role in representing the beliefs, mission, core values, purposes, and strategy of MHC and can represent the vision and passion that MHC has for children and their families.

**PHYSICAL REQUIREMENTS:**

Ability to function independently and ability to speak and write on matters relating to children’s needs and development. Physically able to lift up to 25 lbs (with or without assistance). This position also may require prolonged periods of sitting, standing up and walking.

**EMPLOYMENT AT-WILL:**

All employees of Mission Hills Church are at-will, and as such, are free to resign any time without reason. Mission Hills Church likewise, retains the right to terminate an employee’s employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Mission Hills Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Senior Pastor of Mission Hills Church has the authority to make any such agreement and then only in writing.

***I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.***

\_\_\_\_\_  
Employee's Name/Signature

\_\_\_\_\_  
Date