



## KDO Lead Teacher Job Description

Date: August 2023

Rev:

**TITLE:** Lead Teacher

**CLASSIFICATION:** Part-Time

**PAY CLASSIFICATION:** Hourly/Non-Exempt

**STAFF CLASSIFICATION:** KDO Lead Teacher

**REPORTS TO:** KDO Director

**SUMMARY:** This position is for a highly motivated Christ follower that will work independently and collaboratively to reach both believers and non-believers with creativity, fun and excellence as we pursue the vision, mission and goals of life church. We desire everyone to live a BOLD life in Jesus Christ, and this role will help those we serve to take their next faith step for life transformation. KDO Lead Teacher will meet each child's social, intellectual, emotional, physical, and spiritual needs in an atmosphere of love and care. You will strive to encourage each child's positive self-esteem and individuality while fostering respect for others and the world around them. KDO Lead Teacher reports to the Director and is responsible for the general supervision and management of a class of children; planning and executing the educational program in accordance with the vision, mission, and philosophy of the school. As job descriptions cannot always list every task and request related to the position, this individual will also perform other duties as assigned.

### ALL STAFF RESPONSIBILITIES:

1.	As leaders, all Life Church staff are expected to demonstrably model Christian beliefs and practices (Bible reading, prayer, worship attendance, group involvement, ministry engagement, tithing, discipling relationships, evangelism, etc.).
2.	All staff will adhere to the relational values as stated in the Employee Handbook regarding a Fun Vibe, One Team, Believes the Best, Hard Conversations and Vent Up.
3.	In order to be a fully effective team member at Life Church, it is our goal for every full-time and part-time employee to be on campus on Sundays, attend worship and become a Partner of Life Church. Additionally, any full-time or part-time employee that is not a Partner of Life Church should conduct themselves in accordance with the Biblical principles in and out of the workplace so that their actions will not negatively impact Life Church or the Gospel message of Jesus Christ.
4.	Life Church staff members are expected to perform their duties and responsibilities ethically. All staff members must carefully follow all laws and regulations and have the highest standards of conduct and personal integrity.
5.	Discussing confidential material with any individual (whether employed by Life Church or not) who are not employees or employees who do not have a need to know the information is prohibited.
6.	Each employee will strive to live a bold life in Jesus Christ.



## KDO Lead Teacher Job Description

Date: August 2023

Rev:

### PERSONAL EXPECTATIONS:

While not specifically related to the job, here are some personal responsibilities of everyone on staff at Life Church.

1.	Maintain God-ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
2.	Be loyal to the purpose, vision, beliefs, values, and staff of Life Church.
3.	Live by the Life Church Relational Values, demonstrate a Christ-like attitude through all interactions with congregation, staff, and volunteers, and always protect the unity of the church.
4.	Take one day per week off to observe Sabbath. Maintain personal time with God and be in the Word.

### JOB SPECIFIC RESPONSIBILITIES

1.	Treat all children, families, and staff with respect and loving kindness
2.	Supervise all children by sight and sound at all times
3.	Provide a safe environment for children to play and learn
4.	Prepare and submit monthly lesson plans, anecdotal records, as well as your class daily schedule and any supply lists
5.	Evaluate children on an ongoing basis
6.	Report to Director when furniture or materials in classroom are broken or need replacing
7.	Obtain a minimum of 30 clock hours of ongoing early childhood training by the end of each school year (May)
8.	Abide by the KDO's and Life Church Employee Policy and Procedures, and the Texas Department of Protective and Regulatory Services Minimum Standard
9.	In the case of suspected abuse or neglect, report this to the proper authorities
10.	Work with Co-Teacher in keeping the classroom tidy and running efficiently. Ensure the classroom is disinfected each day and throughout the day
11.	Update Classroom activities daily in Brightwheel

### QUALIFICATIONS/ SKILLS/ATTRIBUTES:

- Christ Follower
- *Preferred* - A minimum of a Child Development Associate (CDA) and working towards a college degree in early childhood or related field



## KDO Lead Teacher Job Description

Date: August 2023

Rev:

- Certified in Pediatric CPR/Frist Aid
- Lift up to 30 lbs. on a daily basis
- Repetitive bending, stretching, and stooping
- Have mobility required to ensure the safety of the children
- Work with children on the floor
- Work outdoors in any variety of weather
- Fully capable to have visual or hearing capabilities consistent with Child Care Licensing safety requirements
- Perform light-duty cleaning
- Maintain emotional control under stressful situations
- Manage multiple tasks simultaneously
- Ability to develop rapport with children, parents, and co-workers
- Extensive knowledge of developmentally appropriate practices in early childhood and implement the approach
- Strong leadership qualities and skills
- Ability to develop a high-quality, age-appropriate curriculum to successfully engage children and foster physical, emotional, cognitive, and social development
- Strong group management skills with young children
- Ability to work as a team with teacher partners and staff
- Effective organizational and planning skills
- Ability to communicate in a concise and effective manner
- Ability to exercise tact, discretion and confidentiality
- Ability to use and understand Brightwheel

### RELATIONSHIPS:

- Reports to Director
- Works with Co-Teacher, Chapel Teacher, and Movement Teacher
- Interacts with parents of children in classroom

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date