

POSITION DESCRIPTION

Department	The School For Young Children	Reports To	Team Lead
FLSA Status	Non-Exempt	Grade	
EEO Category	5 – Administrative Support		

POSITION SUMMARY

Provide a safe and nurturing environment for the children and teach them daily about the Lord Jesus Christ. Create an atmosphere of Christian love and fellowship within the classroom and school community. Provide a balanced program of developmentally appropriate, hands-on experiences for the age and needs of the class to which the teacher is assigned. Assists with Back-to-School Parent Meeting, Spring Art Show, Children's Open House, Parent Education Nights, End-of-Year Celebrations and other events as needed. Exhibits Christian behavior in attitude, speech and actions toward others.

WORKING CONDITIONS

General classroom and sometimes sedentary. Ability to exert a light degree of physical effort including carrying, pushing, pulling, climbing, balancing, standing, stooping, kneeling, crouching, crawling, walking and the assisted lifting of objects and materials up to 30 pounds. Specific vision abilities include close vision and distance vision. Daily exposure to outside elements, including, but not limited to: adverse environmental conditions, such as dirt, dust, odors, humidity, temperature and noise extremes, wetness and wind. Ability to perform work from a computer and printer, use a telephone, and calculator. Manual dexterity, ability to reach, bend, use 3-step stool while safely lifting and lowering boxes and use a 4-step ladder to hang training materials or event decorations. Ability to travel to properties, meetings, training sessions or other business-related events. May be required to work extended hours to include weekends.

ESSENTIAL FUNCTIONS

Maintains professionalism and strict confidentiality with all materials and information, always exercising discretion.
Treats each child with dignity and respect, helping him/her to become an integral part of a group while considering the child in relation to his/her culture and socioeconomic background.
Assumes positive intent of all parties during times of concern or conflict.
Always exhibits behavior that is indicative of a mature attitude and an ability to deal successfully with opinions and views that differ and to approach teaching in a cheerful, optimistic manner.
Supports a comprehensive, dynamic, child-centered education based on developmental benchmarks, brain research and the needs of the whole child.
Assists in creating and maintaining a learning environment that is warm, accepting and supportive, where questions are encouraged and students know they are valued.
Empowers students to be resourceful and resolve conflicts or assists in the development of conflict resolution strategies and offers support during conflict resolution.
Facilitates group consciousness, belonging and safety for appropriate risk taking.
Brings energy, enthusiasm and initiative in executing curriculum and professional growth development.
Creates and maintains classroom environment that is aesthetically appealing, inviting, multi-sensory and has readily accessible materials.
Establishes a positive relationship with parents, staff and community members.
Communicates progress, concerns and child anecdotes with teaching team members on an on-going basis.
Provides continuous attention to children during operational hours, ensuring they are never left without proper supervision.
Reports to the School Director and Team Lead if applicable, any concerns regarding any child.
Records and reports classroom accidents.
Enlists, assists and supports parent volunteers.
Teaches kindness skills to children.
Removes trash and recycling from buildings each afternoon and to place such in the dumpster (trash) or curb (recycling) for pick-up in accordance with our collection schedule.
Eats and supervises snack time with the children each morning; prepares materials (tablecloths, water, cups, etc.) and sets up snacks for the following day.
Ensures all animal habitats are clean and animals are fed each day.
Waters and tends to indoor plants.
Cleans bathrooms, sweeps and vacuums each day and mop weekly.
Accepts rotating duties as assigned and duties necessary for the success of the school as requested by the Team Lead and School Director.
Performs other duties, tasks and special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Education	Experience	License & Certification	Testing	Other
High School Diploma, GED or equivalent	Experience in early childhood programming	- Valid Texas Driver License - Adult and Pediatric CPR/First Aid/AED	Criminal background check – including finger printing	- Apple Programs - Google Products or Workspace - Office Equipment

Special Notes

Very important to this position are: English language, Christian beliefs, instructing, speaking, active listening, learning strategies, reading comprehension, social perceptiveness, writing, monitoring, active learning, critical thinking, judgement decision making, cooperation, teamwork, enthusiasm for learning, appreciation of animals and nature, sociability, leadership, positive attitude and attention to detail.

EMPLOYEE NOTICE

This is a general description of the essential job functions for this position. The description provided is not necessarily inclusive of all essential functions, and does not include all duties, responsibilities and obligations of an employee in this position. Duties, responsibilities, obligations and functions can and will, as necessary, change as required by business necessity. Marvelously Made employee job performance is evaluated based on all aspects and functions of the position, whether or not specifically identified in this job description.

Marvelously Made is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Marvelously Made will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Marvelously Made's Administrative Director.

APPROVALS

Employee Signature		Date	
Supervisor Signature		Date	