

POSITION DESCRIPTION

Department	The School for Young Children	Reports To	Executive Director
FLSA Status	Non-Exempt	Grade	
EEO Category	2 – Professionals		

POSITION SUMMARY

Teach or assist in the classroom assigned. Create an atmosphere of Christian love and fellowship within the classroom and School community. Exhibits Christian behavior in attitude, speech and actions toward others.

WORKING CONDITIONS

General classroom and sometimes sedentary, requiring infrequent periods of time at a keyboard or workstation. 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, as requested. 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.
- Provides continuous attention to children at all times during operational hours and assures that children are never left without adequate supervision.
- Treats each child with dignity and respect, helping him/her to become an integral part of a group. Considers the child in relation to his/her culture and socioeconomic background.
- Leaves classrooms and school neat and orderly at the end of the day.
- Ensures that children are never left without adequate supervision.
- Discusses students with other teachers, or administration, in a productive, compassionate, caring manor, but never with other parents or outside of the School.
- Discusses with the School Director any concern or conflicts regarding any staff, child or family in the school.
- Records playground or classroom accidents and reports them to a classroom or assisting teacher.
- Carries out the daily activities provided by the teacher.
- Performs other duties, tasks and special projects as assigned.

KNOWLEDGE, SKILLS & ABILITIES

Education	Experience	License & Certification	Testing	Other
Degree in Education, Early Childhood Education, Child Development or related field preferred	Experience in early childhood programming	- Valid Texas Driver License - Adult and Pediatric CPR/First Aid/AED	Criminal background check – including finger printing	

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	