



NorthCreek_{CHURCH}

Job Description

Title	NorthCreek Mom's Morning Out Teacher
Job Summary	The NorthCreek Mom's Morning Out (MMO) teacher shall serve the ministry of NorthCreek Academy and Preschool (NCAP) by prayerfully helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.
Reports to	<ul style="list-style-type: none"> • NCAP Administrator and Principal • NorthCreek Preschool (NCP) Director as direct supervisor
Supervises	NorthCreek Mom's Morning Out students and parent volunteers
NCC Category	NCC Support Staff
NCAP Category	NCP Teacher
Last updated	5-31-18

I. Qualifications

- A. Must be a "born again" Christian who has received Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23) and who shall lead a separated life.
- B. Must be a person of true Christian character, experience, and example, demonstrating Spirit led maturity, stability, integrity, and dependability (1 Peter 5:3).
- C. Must have read and understood the Statement of Faith of NorthCreek Church and the Teaching Statement of NorthCreek Church (summary) and must agree not to teach or advocate a position that would be contrary to any of the elements in these statements.
- D. Must live by the Lifestyle Statement of NorthCreek Church as a condition for employment and continued employment in this ministry.
- E. Must accept and work within the philosophical parameters of the church as established by the Senior Pastor and the Board of Elders.
- F. Must faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- G. Must demonstrate a sense of God's calling to the teaching profession and be a person of spiritual maturity with academic and leadership abilities that allow him to "train up a child in the way he should go" as an extension of the home.
- H. Must be qualified to provide quality care for toddlers. It is preferred that teachers satisfy or be qualified to satisfy the community care licensing requirements of a fully qualified teacher, including 12 qualifying semester units of early childhood education, qualifying experience, fingerprinting, health screening, proof of immunizations and TB clearance, valid pediatric CPR and first aid certification, and at least eighteen years old.
- I. Must possess the necessary subject matter mastery and instructional proficiency to achieve curriculum goals and program distinctives.
- J. Must be able to communicate effectively with all stakeholders and the public, demonstrating a command of English in written and oral communication.
- K. Must demonstrate computer literacy and technological proficiency, such as is necessary for communicating and fulfilling job responsibilities.
- L. Must meet the physical requirements necessary to perform the job, including the ability to provide roving, active supervision outdoors for extended periods of time and take appropriate action for emergencies, injuries, and illnesses.
- M. As determined by the NCAP Administrator and Principal, may evidence other adequate preparation, background, experience, or qualifications.

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II. Relationships

- A. Must be responsible to the Lord Jesus as the Head of the Church (Eph. 1:20-23).
- B. Employed by NorthCreek Church to serve in the ministry of NorthCreek Academy and Preschool.
- C. Contracted by the NCC Elder Board upon recommendation of the NCAP Administrator and Principal and the NCP Director.
- D. Report to the NCAP Administrator and Principal.
- E. Report directly to the NCP Director.
- F. Collaborate with co-teacher(s) and/or program teachers, NCP teachers, and the NCP Secretary.
- G. Build and maintain a team relationship with other employees and a partnership with parents, and serve as a Christian role model for students and others.
- H. Supervise MMO students and parent volunteers.

III. Spiritual Responsibilities

- A. Exemplify commitment to NCAP's ministry, mission, vision, core values, educational philosophy, and School-wide Expected Student Outcomes.
- B. Faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- C. Serve as a Christian role model in attitude, speech, and actions both on and off the job in a consistent daily walk with Jesus Christ.
- D. Model the disciplines of Christian life, including Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.
- E. Utilize biblical principles, including the Matthew 18 principle, to resolve differences with students, parents, and other employees.
- F. Present students the gospel so by the will of God students may accept God's gift of salvation and grow in their faith.
- G. Encourage parents and staff in their spiritual growth as opportunities arise.
- H. Support the role of parents as those primarily responsible before God for their child's education.
- I. Demonstrate a commitment to the development of the whole child – spiritual, intellectual, physical, emotional, and social.

IV. Job Specific Responsibilities

- A. Foster treasured partnerships with parents through warm, positive, truthful, and frequent communication, sharing progress liberally and sharing needs with grace, love, and sensitivity.
- B. Demonstrate intentional nurturing and shepherding of each child. Seek to know and meet each child's unique needs and to work with parents toward the development of each child's potential.
- C. Create a classroom and playground environment that is loving, nurturing, stimulating, rich, and engaging.
- D. Design and implement instructional activities that evidence an understanding of child development, sound educational practice, effective and varied instructional strategies, and alignment with program distinctives.
- E. Support student learning through the effective management of instructional planning, pacing, and organization; classroom procedures; student interactions; class climate; and the physical environment.
- F. Integrate a biblical worldview throughout the curriculum and program.
- G. Consistently and impartially implement loving, effective, age-appropriate biblical discipline, helping each child to grow in self-control, independence, and the desire and ability to choose what is right.
- H. Monitor each child's progress, provide appropriate and timely feedback to students and parents, and utilize observation and informal (and, when applicable, formal) assessments to inform instruction.
- I. Keep parents and the NCP Director adequately informed of student progress or deficiencies and noteworthy incidents.

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- J. Proactively take steps to provide a safe and healthful environment for students, including knowing and following NCP guidelines in such areas as proper supervision, medication, injury and illness, high risk students, student release, food safety, hazardous items, and emergency procedures.
- K. Demonstrate an awareness of the classroom and playground environment, proactively intervening to prevent or mitigate problems and prioritizing active, visual supervision of students at all times.
- L. Maintain a harmonious and cooperative relationship with staff characterized by mutual support, humility, and commitment to the unity and growth of the ministry.
- M. Demonstrate an appropriate and effective application of the knowledge of NCP policies and procedures applicable to this position, including lesson preparation, classroom postings, staff requirements, and human resources policies.
- N. Support the broader school program by participating in extra-curricular and program-specific activities and by performing any other duties assigned.

V. Professional Responsibilities

- A. Cooperate with the Elder Board, NCAP Administrator and Principal, and NCP Director in implementing all policies, procedures, and directives governing the operation of the school. Communicate through the proper channels if policy or procedural conflicts arise.
- B. Contribute to campus safety by following established safety and security protocol, emergency procedures, and child abuse and neglect reporting requirements.
- C. Grow professionally through such avenues as educational opportunities, self-reflection, and informal and formal evaluation processes.
- D. Work well independently and collaboratively, handling challenges with grace, patience, understanding, and flexibility.
- E. Seek the counsel of the NCAP Administrator and Principal, NCP Director, and colleagues while maintaining a teachable attitude.
- F. Provide input and recommendations for the administrative and managerial functions in the school.
- G. Attend and participate in staff orientation, staff meetings, staff workdays, and applicable school events and parent meetings.
- H. Maintain positive public relations by representing the school in a favorable and professional manner to all stakeholders and the public.
- I. Maintain standards of professional confidentiality, discernment, and discretion.
- J. Focus on ministry responsibilities during work hours and prioritize the school ministry ahead of outside or volunteer work.