

**FIRST BAPTIST CHURCH OF KILLEEN**  
**MOTHER'S DAY OUT LEAD TEACHER**  
**Job Description**

**PURPOSE:** The MDO worker shall support the church's MDO ministry:

1. To provide a safe, healthy, and loving environment for preschoolers
2. To meet the spiritual, physical, mental, emotional, and social needs of preschoolers
3. To educate preschoolers through the teaching of Bible truths
4. To reach preschoolers and their families for Christ and the church
5. To involve the church family in laying a Christian foundation for preschoolers

**SUMMARY OF DUTIES:** The Lead Teacher will have overall responsibility for the class: organizing lesson plans, requesting supplies, and implementing MDO policies.

**REQUIRED QUALIFICATIONS:** The successful candidate shall:

1. Be a Christian, preferably Southern Baptist.
2. Have a high school diploma or equivalent.
3. Have had experience in working with preschool children.
4. Demonstrate a basic love for children.
5. Be in good health, able to bend, stoop, lift and physically take care of children.
6. Be at least 18 years of age.
7. Be certified in CPR, First Aid, and AED before the first day of school or within three months of hire date.

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform the following duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the qualifications as the MDO Coordinator, Personnel Committee and Ministerial Staff deem appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Help provide and maintain a Christian environment in which the children may grow physically, emotionally, mentally, socially, and spiritually.
2. Become acquainted with each child and aware of his/her needs.
3. Give each child the attention needed to assure his/her best welfare. (This relates to eating, toileting, sleeping, playing, working, health care, safety, etc.)
4. Cooperate in maintaining a happy atmosphere in which each child may come to know his/her limitations.
5. Be familiar with and follow the established personnel policies and procedures.
6. Work according to the schedule outlined by the Coordinator.
7. Write age-appropriate lesson plans based on the unit of study planned by team of Lead Teachers and Coordinator.
8. Maintain a clean and orderly room each day.
9. Make note of significant incidents and experiences observed in the child. (Send home notes to the parents saying, "What I did today...")
10. Inform the Coordinator of needed supplies, repairs, and materials.
11. Enrich daily programs in a variety of ways, using the best methods of teaching to enhance the learning experience.
12. Make careful observations and written notations of significant behavior of children for whom you are responsible.
13. Attend Open House and the monthly Lead Teacher meetings.
14. Take advantage of discipleship training classes, workshops, and other training opportunities that relate to teaching preschoolers.

Approved in church conference:

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**SPECIAL CONDITIONS:** This position is classified a part-time support staff and does not include vacation, sick-leave, or other benefits afforded to full-time personnel. The intent of the part-time status is to not exceed 32 hours per week. Social Security taxes will be withheld and matched by the church. This position reports to and is supervised by the MDO Coordinator, but employment is through the Minister of Education and Administration following Church Personnel Policy and the MDO Employee Handbook.

**PHYSICAL AND/OR ENVIRONMENTAL DEMANDS:** The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work effectively in an environment with frequent interruptions and distractions.
2. Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
3. Ability to speak, hear, smell, and exercise visual acuity.

Approved in church conference: