**Nursery Teacher**

**Reports to:** Children’s Ministry Coordinator

**Position Status:** Part-time

**Last Revised:** 3/15/2019

**Position Summary:**

The Nursery Teacher is responsible for the supervision and management of a group of children ranging from infants through six-year olds, and occasionally older children. This position will work cooperatively with other teachers, parents, volunteers, church staff, and the Children’s Ministry Coordinator.

**Essential Job Functions:**

1. Plan, supervise, and implement the program for the Nursery children in accordance with the Nursery and Child Care Policies, Guidelines for Nursery Attendants, and principles of Christian Education as indicated in policies, guidelines, and training materials provided by the Children’s Ministries Coordinator. Program will include:
   1. Supervising all children with the safety of all in mind.
   2. Supervising the children’s play showing support for children’s initiative and respect for children’s interests and understanding of developmental levels.
   3. Providing creative art activities encouraging exploration.
   4. Reading, sharing books, storytelling, talking and listening.
   5. Coordinating snack time, including hand-washing, conversation and clean-up.
   6. Changing diapers, taking children to the restroom, helping children who are in the process of toilet-training.
2. Create a welcoming environment for all children and families.
3. Maintain a clean, safe and orderly nursery classroom environment.
4. Participate in recommended training programs (including CPR and First Aid training).
5. Establish and maintain positive relationships with the parents and caregivers of the nursery children.

1. Perform other duties as assigned by the Children’s Ministry Coordinator.

**Requirements and Qualifications:**

The successful candidate must complete the child safety training, successfully pass the required background check, and exhibit an interest and knowledge of child development and early childhood education. This person must also have dependable attendance and punctuality.

**Education:** High school diploma or GED required; college or vocational coursework in child development or early childhood education preferred.

**Experience:** Previous nursery or childcare experience preferred.