

Scope of Position: Shepherd Community’s Minnie Hartmann Neighborhood **Childcare Teacher** is responsible for supervising and facilitating learning for students in class

This ministry position helps break the cycle of poverty on the Near Eastside of Indianapolis by engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

Reports To: Director of Minnie Hartmann Neighborhood Childcare

Position Hours:

Monday-Friday (8 hrs/day)	Variable	Some weekends
Monday-Thursday, Friday AM	Saturday AM	Some evenings

Ministry Area:

100 - Executive	600 - Engagement (Church, Volunteer)
200 - Development	700 - Operations
300 - Academy	800 - Fellowships/Internships
400 - Student Ministries	900 - Seasonal
500 - Family Ministries	1000 – Other: Minnie Hartmann

Employment Status: Regular Temporary Full-time Part-time Other

FLSA Status: Exempt Nonexempt

Exemption Category: Executive Administrative Ministerial Professional Creative NA

Essential Duties and Responsibilities:

Educate Children

- Prepares lesson plans and other learning tools for the entire year.
- Follows curriculum to prepare children with the best learning experience possible.
- Utilizes appropriate standards to prepare the children for continued growth
- Facilitates learning through the use of age-appropriate curriculum, project based learning, inclusion of materials to scaffold learning, rotation of toys and equipment, hands on experiences, and social play.
- Adheres to all Paths to Quality standards and any additional state regulations related to the designation as an Unlicensed Registered Childcare ministry.

Utilize teaching assistants and volunteers

- Delegates tasks to teaching assistants and volunteers.

- Empowers teaching assistants and volunteers.

Establishes Relationships with Parents and Staff

- Supports other staff through: working together to resolve issues (discipline, conflict, and communication), attending regular staff and teacher meetings.
- Strives to include each parent in their child's learning experiences as well as developing relationships with each family through:
 - Parent Teacher Communication
 - Field trip participation
 - Two personal interactions per day (using their name, taking interest in their lives, sending notes, sending emails or texts, etc.)
 - Attends meetings and trainings

Other Duties and Responsibilities

- Engages, develops and mentors volunteers in service to the ministry whenever possible.
- Performs other duties and responsibilities as requested.
- Able to perform needed actions with children as necessary (pick up, carry, change, etc.)

Supervisory Responsibilities:

Does this position have supervisory responsibility? Yes No

- *Teaching Assistants*
- *Aides/Fellows when in the childcare*

Education and/or Experience

- Associates Degree in Early Childhood Education or Child Development, or a CDA, or be working towards an associate degree.
- Preferred bachelor's degree in Early Childhood Education or Child Development or an associate degree in Early Childhood Education or Child Development working on a bachelor's degree.
- Preferred 3-5 years of experience working with children in an inner-city environment
- Training: Ministry Safe, Civil Rights (available on-site after hiring)
- Certifications: First Aid, CPR (available on-site after hiring)

Other Skills, Abilities and Qualifications

- Patience working with children
- Ability to build strong parent/teacher relationship

- Strong, confident, respectful personality.
- Ability to set priorities, plans, organize, and coordinate multiple work activities.
- Ability to communicate fluently in English
- Ability to communicate in Spanish is a plus but not required.
- Ability to lift children or equipment up to 50 lbs.

Additional Requirements

- National Background Check (conducted by Shepherd)
- Drug test conducted either prior to or as part of employment
- Personal commitment to Shepherd’s Statement of Faith, mission and values.
- Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
- Adherence to Shepherd Community Employee Handbook.
- Engages, helps train and mentors volunteers in service to the ministry whenever possible.
- Performs other duties and responsibilities as requested.
- Adheres to all PTQ/FSSA/VCP requirements

Shepherd Community Inc. Employment

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

Equal Employment Opportunity

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

Printed Name

Date

Signature

c: Employee Personnel File