

Sample Job Description

Job Title: Lead Elementary Teacher.

This position is supervised by: The Children's Ministry Director gives direct supervision to this position.

The age group this position works with is: Elementary grades 1-3

The goal of this position: To prepare and oversee all activities and staff in the classroom.

Position responsibilities:

- Prepare the lesson and activities for each Sunday they are teaching
- Assign parts of the lesson and activities to other staff in the classroom
- Be prepared for the morning by pre-service prayer time.
- Be in the classroom 15 minutes before start time to greet and interact with kids.
- Manage the classroom during the educational hour.
- Encourage the kids as they leave the classroom.
- Straighten the classroom following the educational hour.
- Follow up any absentees during the week.
- Contact any visitors and invite them to return the following Sunday.
- If you cannot teach you will find your substitute from the approved substitute list.

Expectations for specific position including time commitment: Two hours preparation time for each Sunday you teach plus the actual teaching time. You will teach on a simple rotation: two Sundays on and two Sundays off.

Length of commitment: You are making a 10 month commitment, September through June.

Training for this position will be accomplished by:

- Quarterly staff meeting, which are required attendance.
- One or two optional conferences over the year.
- One on one mentoring

Special skills needed for this position:

- Enjoy interacting with children
- Be able to work with others in the classroom

Job Description Template

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This position is supervised by:

The age group that this position works with is:

The goal of this position:

Position responsibilities:

Position's time requirements:

Expectations for specific position including time commitment:

Training for this position will be accomplished by:

Special skills needed for this position: