

### **Vineville Baptist Morning School Job Description**

We expect VBMS Staff to be patient and attentive to the students and families who are a part of our school. We expect VBMS Staff to embrace, encourage, engage, and educate every child by helping them explore the world around them while exposing them to God's Word, God's Grace, and God's Love every day.

### **Vineville Baptist Morning School Staff Responsibilities**

All staff must be:

- able to follow safety guidelines for emergency drills and evacuation routes.
- able to stand, stoop, squat, or sit on the floor to engage students in play.
- able to run across a room or playground to help a student.
- able to lift up to 50 pounds.
- able to communicate with the director about changes in their health that may impact their ability to care for children.
- able to refrain from non-emergency personal phone use.
- able to get to work on time and via your own personally arranged transportation.
- able to maintain a positive attitude.
- able to engage all students and families with a pleasant and positive demeanor, in-person and online.
- able to work together as a VBMS Staff Team, assisting with room coverage, split duties, and other needs as they arise.

### **Vineville Baptist Morning School Lead Teacher Responsibilities**

All Lead Teachers must be:

- able to report to work by 8:00am.
- able to maintain safe, clean, happy, inviting, and organized environments for students and other staff at all times.
- able to present our weekly academic objectives daily in a fun, energetic way using multiple sensory resources and learning styles.
- able to communicate with assistants and volunteers about daily objectives and projects.
- able to keep accurate monthly attendance records for each student.
- able to plan a daily schedule around special events (e.g. music, art, PE).
- able to coordinate with other team members about special projects that may require display outside of the classroom.
- able to communicate with the Director about any concerns that arise about the facility including requests for repairs or safety.
- able to communicate with the Director and with parents about a student's status in the classroom.
- able to prepare individual take-home folders for each student.
- able to know students on a personal level (e.g. allergies, restrictions, special requests, etc.).
- able to assist with any other duties as assigned by the Director.

### **Qualifications**

*All staff must*

- have a High School diploma, teacher certification preferred.
- have 2+ years experience working with preschoolers in a group setting.
- provide 3 references from people who have intimate knowledge of your work with preschoolers.
- maintain Infant, Child, and Adult CPR/First Aid certification (provided by VBMS).
- successfully pass all background checks.
- provide two forms of photo ID.