



JOB DESCRIPTION

Title: MMO Substitute Teacher
Department: Family Ministry
Reports To: MMO Coordinator
Pay Status: Hourly
Exemption Status: Non-Exempt

General Summary and Objective: The Mother's Morning Out (MMO) Substitute Teacher role is required to be a positive Christian role model to the young children ages six weeks to three years old in our care. It is required to teach Bible lessons in fun and creative ways through song, games, and other activities.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Set a Christ like example for co-workers, parents, and the children entrusted to their care
- Follow the lesson plans left by the MMO Teacher
- Keep rooms clean by daily cleaning (emptying trash, clean toys, vacuum, clean counters/table tops, put away supplies, and keep cabinets organized)
- Be punctual
- Keep doors of communication open with parents through monthly newsletters, emails, phone calls, and daily reports on children (behavioral, incident, or caught you being good reports)

Additional Responsibilities:

- Be flexible
- Additional duties as assigned

Requirements (knowledge, skills, abilities, education, etc.)

- Must be 18 years old
- High school diploma or GED
- Must love children and desire to teach them Christian values and truths
- Exceptional model of personal integrity
- Champion of vision, values, and culture of Crossroads Christian Church

Work Environment

MMO will be serving 6 week old to children who turn three after August 1.

Physical Demands

This job will require the employee to regularly talk, hear, and see. The employee will frequently stand, walk, get up and down off the floor, change diapers, clean, feed babies, hold, lift, and carry children up to 40 pounds. There could be movement of furniture and equipment to properly keep your work environment clean. The employee will need the mental capacity to recall information and multi task.

Position Type/Expected Hours of Work

This is a part time position. The hours will range between 12 to 15 hours weekly. Workdays will begin at 8:30 AM and end at 12:30 PM. MMO will operate on Mondays, Tuesdays, and Thursdays. There will be once a month staff meetings and monthly online continuing education training opportunities.

Travel

There will be occasional in town field trips.

December 1, 2016

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.