

## **Position Description**

### **Qualifications:**

- Friendly, warm and knowledgeable of early childhood development
- Experience in early education and/or childcare required
- CDA or Bachelor's degree in Elementary Education preferred
- Born-again Christian
- In agreement with the DMCS Statement of Faith
- Active member/regular attendee of an evangelical church

### **Position:**

- Full-time
- Calendar Year
- Hourly

**Reports To:** Early Education Department Manager &  
Director of Early Education

**Direct Report:** None

### **Personal Profile for all DMCS Employees:**

- I. Committed to growth in the development of a Biblical Worldview
  - Displays a spiritually mature Christian role model in attitude, speech, and actions
  - Shows by example the importance of Scripture study, prayer, witnessing, and unity in Christian fellowship
  - Meets everyday stress with emotional stability and optimism
  - Displays a friendly, approachable, courteous, flexible, and self-controlled attitude
- II. Committed to Christ-centered education and the mission of DMCS
  - Understands the importance of this position in fulfilling the mission and vision of the school
  - Submits and is loyal to constituted authority with a teachable spirit
  - Refrains from gossip with or about other employees or constituents of the school
  - Represents the school in a favorable, professional manner to its constituency and the public
  - Maintains a personal appearance in accordance with school policy
  - Follows the Matthew 18 principles in dealing with conflict
  - Loves children and serves with joy and energy
  - Committed to hard work and desires to meet or exceed expectations
  - Demonstrates the capacity to initiate and support change that improves the excellence of the organization

**Professional Profile:**

- Uses good judgment and is responsible
- Possesses problem solving skills
- Keeps the children as the primary focus
- Establishes a professional relationship with parents
- Cooperates well with team teacher
- Pursues continuing education as required by the Department of Human Services
- Maintains a high level of attendance and is punctual
- Maintains confidentiality

**Responsibilities:**

- Sets and achieves annual performance goals with the Early Education Director
- Plans and leads daily activities for students
- Prepares classroom and assists with clean up
- Circulates among the children and is alert to their needs
- Communicates with parents effectively verbally and in writing
- Assesses student's learning and provides documentation of progress
- Maintains a clean, orderly and safe classroom
- Attends required staff meetings
- Sits at the table with children for snack and lunch
- Helps the children accept freedom within limits
- Performs other duties as assigned by managers

**Evaluation:** Annually by the Early Education Department Manager and the Director of Early Education

Performance of these responsibilities will be evaluated in accordance with provisions of the Board Policy and Procedures Manual of Support Personnel. Special emphasis shall be given to the areas of loyalty to the mission and objectives of DMCS, teamwork, attitude, and customer service.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_  
Early Education Room Leader

\_\_\_\_\_  
Department Manager