



Job Title: Assistant Director + Lead Teacher, Calvary Hourly Child Care

Reports to: Director, Calvary Hourly Child Care

Classification: Exempt, Hourly, part-time, nine-month position

Position Description: Provide experiences for the healthy, social, physical, intellectual and spiritual growth of each child.

General Expectations:

- Live out a personal relationship with Jesus.
- Participate in Calvary's Growth Track (Worship, Growth, Serve, Give)
- Perform all duties with integrity, humility, and grace with all Calvary staff, leaders, and guests.
- Adhere to Calvary policies, procedures, and beliefs as expressed in our mission, vision, values and in compliance with the staff handbook

Key Responsibilities:

Support Children + Families

- Provide leadership and stability for the program.
- Maintain and exhibit qualifications of required teaching position.
- Cultivate effective and trustworthy relationships with children, families and staff.

Leadership for Peers

- To supervise the curriculum at the center.
- Plan and coordinate with Teachers, planning the weekly lesson plans based on the developmental needs of the children.
- Practice developmentally appropriate practice and behavior guidance and help train staff so that the behavior guidance is consistent.
- Competently manage routine child maintenance tasks.
- Must be able to lift, climb, carry, bend, stoop, and stand.
- Is an advocate for all children.

Administrative Tasks

- Able to step into the Director's role.
- Understand scheduling practices, tours, and enrollment.
- Understand financial record keeping (ProCare).
- Update Facebook page.

Qualifications, Skills and Knowledge:

- Degree in Early Childhood Education, Child Development or related field preferred
- Experience working with children in a licensed center.
- DHS Rule 3 Teacher Qualified
- Uphold professional characteristics consistent with the requirements of DHS Rule 3, NAEYC accreditation standards, and the expectations of Calvary Lutheran Church.