

Bon Air Baptist Church

A place to belong...A place to become.

Job Description: Paid Childcare Lead Employee Buford Road Campus (Part-Time, non-exempt, hourly)

This position reports to the Preschool Director.

Responsibilities:

1. Greet parents/caregivers at the door. Be sure every child has been checked in and has a security tag. Welcome students warmly.
2. Maintain a calm, happy classroom environment in tandem with co-teacher; two teachers must supervise the children when in the classroom, on the playground, in the playroom/gym or in other areas around the building. Encourage and reinforce positive classroom behavior.
3. In the event of an emergency, follow the "Emergency Situation Procedures" posted on classroom door.
4. Change diapers and clothing as needed. Disinfect toys and classroom furniture as needed.
5. Clock-in no more than 15 minutes before the start of your assignment. If no children have arrived by 30 minutes past the start time of the class, adjustments to staffing will be made. This will be on a rotating basis.
6. Always promote a friendly Christian atmosphere with children, parents, and coworkers.

Requirements:

All teachers must be able to:

1. Change diapers and clothing as needed.
2. Clean and disinfect toys and classroom furniture as needed.
3. React calmly and quickly in the event of an emergency.
4. Evacuate children (own class and possibly others) in the event of an emergency.
5. Lift/carry up to 40 pounds easily without risk of personal injury.
6. Manage a distressed child in the classroom or on the playground without risk of personal injury.
7. Maintain composure when dealing with the emotional stress of an upset child or parent.

Please email your resume to peggy.moore@bonairbaptist.org



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