



PLAYHOUSE TEACHER JOB DESCRIPTION

First Presbyterian Church, Ocean Springs, MS

GENERAL AREAS OF RESPONSIBILITY

The Playhouse teacher is responsible for the care of children in Moms Morning Out (MMO) on Tuesdays and Thursdays as well as for extra events. This is a ministry of care, love, and education for the children who come to The Playhouse.

REPORTING AND SUPERVISION

The Playhouse teacher reports to the Early Childhood Director for regular supervision.

EVALUATION AND COMPENSATION

The Session Personnel Committee will review the adequacy of compensation annually.

DRESS

Personal appearance and dress should be professional while still appropriate for childcare. No shorts, short dresses or unapproved t-shirts are permitted. Regulations and alterations to clothing permitted may be adjusted by the coordinator as needed

PRIMARY AREAS OF RESPONSIBILITY

Tuesday and Thursday mornings: 8:30 am to 11:30 am. Arrive 15 minutes early and stay 15 minutes late. 8:15am – 11:45 am (3 ½ hours). You may volunteer or be scheduled to come in early to set up or late to clean as needed.

Special events: Arrive 15 minutes prior to start of event PLUS actual event time PLUS 15–30 minutes afterward. The period afterward allows time for parents to pick up children and rooms to be cleaned up.

Backup: Backups need to be available to work the morning or special event they are scheduled. You will be on call to work that day in case of a last-minute emergency that takes away a scheduled worker.

PRIMARY DUTIES

Helps ensure the operations of MMO, including:

- Agree to work Tuesdays and Thursdays and special events (or per agreement with the Early Childhood Director).
- Be prepared and in the room at your designated time. If you can't work the time you are scheduled, you will notify the Early Childhood Director at least the day before.
- Oversee the care, maintenance, cleanliness, security, and safety of your room and equipment, and alert the Early Childhood Director of any needs.
- Make sure facilities are always aesthetically pleasing to parents and children. This includes but is not limited to keeping the floor and surfaces free of clutter and trash and maintaining tidy activity shelves.
- Ensure that everything is ready for the children: lesson, water, changing area, toys, music, etc.
- Warmly greet children and parents as they enter.
- Keep abreast of guidelines and the Child Safety Policy.
- Participate in training of the Montessori Method and attend meetings/trainings.
- Keep inventory of needed items and notify Early Childhood Director of items needed.
- Follow Montessori principles to facilitate activities and lessons with the children.

WORKING RELATIONSHIPS

Must be congenial, pleasant, and helpful to all persons with whom contact is made throughout the course of the day/event. Such persons may include fellow staff members, church members, children, parents, and visitors.

QUALIFICATIONS

- Must be a professing Christian.
- Must demonstrate love and concern for children.
- Must be at least 18 years of age.
- Complete and maintain CPR training (provided in training) – turn in copy of card to Personnel Committee.
- Demonstrate the ability to follow directions and complete tasks.
- Demonstrate good communication skills.
- Complete application for position and background check.
- Excellent teamwork skills.
- Willingness to learn Montessori principles and teach lessons.

CONFIDENTIALITY

Must be trusted to maintain strict confidentiality related to personal information obtained in the course of the job duties.



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Please answer all questions. Sign and date the form. Please also sign and date the consent and release form.

PERSONAL INFORMATION:

First Name: Middle: Last:

Street Address: City:

State/Zip: Day Time Phone Number:

Cell: Email:

Are you eligible to work in the United States? Yes ☐ No ☐

Have you ever been charged or convicted of a crime against a child? Yes ☐ No ☐

If yes, please explain

Have you been convicted of or pleaded no contest to a felony or misdemeanor (other than minor traffic violation)? Yes ☐ No ☐

If yes, please explain:

Please list/describe any other specialized or professional training you have received that might make you an ideal employee in MMO.

Do you attend church? Yes ☐ No ☐ If yes, where?

How often do you attend?

Are you available to work all Tuesdays and Thursdays from 8:15–11:45? Yes ☐ No ☐

Are you available to 2-5 Fridays (possibly evening) throughout the year? Yes ☐ No ☐

Do you have dependable transportation to work?

EDUCATION:

Name and Address of School

Degree/Diploma:

Dates Attended:

Skills/Awards:

Name and Address of School

Degree/Diploma:

Dates Attended:

EMPLOYMENT HISTORY:

Please provide names of three references who might speak to your character, work ethic and manner with children. List references that are not family members.

Name/Title:

Phone:

Address

How do you know this person and for how long?

Name/Title:

Phone:

Address

How do you know this person and for how long?

Name/Title:

Phone:

Address

How do you know this person and for how long?

In the space below, please answer the following five questions:

1. Please explain your reason for applying for this position.

2. Please share briefly about your relationship with Jesus and how that will influence your ministry to our children in MMO.

3. Please describe any previous experience you have working with children.

4. What is your approach in working with others? What experience do you have with teamwork?

5. What kinds of gifts in childcare are you excited about bringing here?

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature

Date