



## Chapel Teacher

**Department:** Program

**FLSA Status:** Non-exempt

**Job Type:** Regular

**Job Status:** Part-time

**Reports To:** Director of Education

**Travel Required:** Between Campuses

**Positions Supervised:** None

### Work Schedule:

Tuesday – Thursday 7:45 am – 11:15 am (includes planning/set up/clean up each day) Additional hours for special program event support.

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### MISSION STATEMENT

To provide an exemplary early childhood program to instill and foster the social, emotional, physical, intellectual, and spiritual growth of economically at-risk children and their families.

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### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

##### *Planning & Instruction:*

- Prepare weekly lesson plans and deliver age-appropriate, interactive chapel sessions for children age 2 to 5 based on a mutually selected Bible curriculum.
- Teach biblical stories, values and principles through engaging activities, songs and lessons
- Collaborate with other staff members to plan/coordinate Christmas and Easter Chapel and Graduation.
- Adhere to the school schedule and assignments as set by the Director of Education

##### *Student & Family Services:*

- Create a welcoming learning environment centered on respect and diversity
- Effectively manage classroom procedures and student behavior, implementing SET for Life
- Demonstrate knowledge of the students assigned and SSNC philosophy
- Foster a sense of community and encourage participation among the children
- Help with car line from 8:00 to 8:30 each workday

##### *Training & Collaborative Partnerships:*

- Participate in and collaborate during teacher training and meetings
- Seek out professional development opportunities that align with program goals and encourage professional growth
- Prepare and share a summary of monthly themes and chapel lessons and prepare simple activities or songs to provide resources and empower classroom teachers to support the Bible curriculum in the classroom
- Provide a devotion at each campus once a week to share the Bible focus with staff.

##### *Other:*

- A deep personal faith, strong knowledge of biblical stories, Christian values and principles and a genuine passion for working with young children
- Experience in teaching, leading or facilitating activities for young children in a faith-based setting
- Creativity and the ability to design interactive and age-appropriate chapel lessons.
- Strong organizational skills to plan and prepare chapel lessons.
- Follow guidelines listed in the Employee Handbook
- Other duties assigned, including events outside of school hours, as needed

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Team Work – Ability to work in a team, demonstrating an understanding of cultural differences
- Dependability – Ability to take responsibility for own actions and complete assignments in an ethical and mature manner
- Energetic - Ability to work at a sustained pace and produce quality work
- Patience - Ability to act calmly under stress and strain and not be hasty or impetuous
- Empathetic - Ability to appreciate and be sensitive to the feelings of others
- Creative - Ability to think in such a way as to produce a new concept or idea
- Communication - Ability to communicate clearly, concisely and effectively with others
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others

## SKILLS & ABILITIES

### Education:

Bachelor's Degree (or higher) in Fine Arts, Early Childhood Education, Child Development, or related field preferred

**Experience:** Minimum of 1 year working with children

**Computer Skills:** Microsoft Office

## PHYSICAL DEMANDS

### N (Not Applicable)

Activity is not applicable to this position.

### O (Occasionally)

Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

### F (Frequently)

Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

### C (Constantly)

Position requires this activity more than 66% of the time (5.5+ hrs/day)

### Physical Demands

Stand	F	<b>Lift/Carry</b>	
		10 lbs or less	O
Walk	F	11-20 lbs	O
Sit	F	21-50 lbs	O
Manually Manipulate	F	Over 50 lbs	N
Reach Outward	F		
Climb	N	<b>Push/Pull</b>	
Crawl	O	12 lbs or less	O
Reach Above Shoulder	F	13-25 lbs	O
Squat or Kneel	F	Over 26lbs	N
Grasp	F		
Speak	F		

## WORK ENVIRONMENT

The work environment characteristics describes here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

I have read and understand this explanation and job description.

I can perform the essential functions of this job with or without accommodation.

Employee

Signature: \_\_\_\_\_

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

Supervisor

Signature: \_\_\_\_\_

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

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.