

Spokane Valley United Methodist Church
Job Description

Position/Title: Children's Sunday School Teacher

Reports To: Coordinator of Christian Education

Collaborates with: Pastor, Coordinator of Christian Education, Nurture and Education Team and Staff-Parish Relations Team

Brief Mission Statement: To provide instruction on biblically based programs for children in a loving, safe and secure environment that develops their understanding and faith in Christ.

Service Recipients: Children between the ages of 4 and 12, along with their family members.

Hours: Average of 4 hours each Sunday (8:30 a.m. – 12:30 p.m.)

Responsibilities:

Essential functions of this position include, but are not limited to:

- Arrive by 8:30 a.m. to prepare the Sunday School classroom. Be ready to greet children and family members.
- Provide quality instruction of pre-planned weekly lesson plans with the ability to differentiate instruction to meet the needs of students with unique learning needs
- Provide positive behavior support and manage classroom behavior
- Maintain weekly attendance records and follow up on absenteeism. Provide to Coordinator of Christian Education for tracking in Simple Church.
- Maintain a safe and secure environment by not allowing any unauthorized or unscheduled person(s) to enter the classroom at any time during the church service. These people include Sunday School Teachers, helpers/workers, staff, parents, and guardian of current children. Ensure that every child is checked in and out directly to the person(s) listed on the registration form
- Follow all CDC cleaning guidelines for the room, toys, and supplies used during class after each service. Remove any dangerous or broken toys.
- Utilize current supplies and notify Coordinator of Christian Education when additional supplies are needed.
- Develop positive relationships with parents, students, Coordinator of Christian Education, volunteers, and Church staff members

- Contact Coordinator of Christian Education if unable to teach Sunday School due to illness or an emergency AT LEAST 24 hours prior to event
- Fill out Time Sheet on a weekly basis and turn it in to the Coordinator of Christian Education at the end of each month

Qualifications:

- Fully embrace the purpose, values, and beliefs of Spokane Valley United Methodist Church.
“To invite people to follow Jesus, to love others and transform the greater community through the grace of God.”
- Be dependable and committed to being here each week to provide quality instruction with a cheerful, confident, and loving manner.
- Must be able to communicate in a calm and positive manner with children, parents, and Church Staff members
- Have, or ability to obtain, a current CPR and First Aid Card.
- Education, or experience, in working with young children
- Ability to flex instruction/communication style to meet the needs of the students

Performance Evaluation: Shall be based on a review process with Staff-Parish liaison, Coordinator of Christian Education and Pastor.

For additional paid staff policies, refer to the SVUMC Personal Policy Manual.

Approved/Acknowledged by: Signed Original on file

_____/_____/_____
Pastor

_____/_____/_____
Sunday School Teacher

_____/_____/_____
SPR Liaison

_____/_____/_____
Coordinator of Christian Education