

Position Title: Religious Education Classroom Teacher

Name of Employer: Prairie Circle Unitarian Universalist Congregation

Main Functions: Under the supervision of the Director of Religious Education, serve as the primary teacher in the 6-9 year old classroom. Provide a safe and loving environment focusing on quality education for children aged 6-9. Class sizes varies by week. Can be anywhere from 3-10 children. There will be a volunteer assistant in the classroom with you each week.

Reports to: The Director of Religious Education (DRE). The DRE will provide on-site supervision. Concerns or questions about policies can be referred to him/her.

Evaluated by: Director of Religious Education

Days / Hours: This position works 3 Sundays per month. 1 Sunday per month is a multi-generational service where children and adults worship together. Paid classroom teacher is not needed for this service. Sunday morning hours on-site are from 8:00 a.m. to 11:00 a.m. 30 minutes per week as prep time. Total 3.5 hours per week.

This position is for the school year only - not summer. Approximately Labor Day through Memorial Day - check with DRE for exact calendar year to year.

Pay: Hourly rate will start at \$13/hour

Responsibilities:

1. Set up 6-9 year old classroom each week using the materials and supplies in the Byron Colby Barn;
2. Teach curriculum lesson weekly to 6-9 year old class; Curriculum is prepared and selected by the DRE;
3. Take down 6-9 year old classroom each week and return materials to the Barn storage closet;
4. Welcome parents and children to the classroom;
5. Maintain records of attendance each week;
6. Keep the DRE informed about new visitors to the 6-9 year old classroom;
7. Communicate effectively with parents/guardians about classroom activities and about interactions with other children (e.g. your child was a partner with Jane Smith today) either verbally or written;
8. Provide the DRE with a weekly timesheet;
9. Maintain current Infant/Child CPR and Infant/Child First Aid certifications;
10. Communicate any problems in a timely fashion to DRE;
11. Additional responsibilities may be assigned by the DRE, as appropriate.

Qualifications:

1. Sensitivity to the needs of young children.
2. Dependability, communication skills, initiative, and knowledge of children's developmental needs.
3. Experience working with young children strongly preferred.
4. Willingness to improve skills.
5. Ability to comprehend and follow instructions and follow through on assigned tasks.
6. Ability to interact positively with parents, children, church committees, church staff and

congregation.

7. Ability to relate problems (either verbally or in written form) to appropriate persons, and propose solutions.
8. Must be able to identify needs for children ages 6-9, with occasional interaction with children outside of this age range.

Education or Formal Training:

1. Infant/Child CPR qualified (or successfully complete a training course within two months of employment), and recertify to keep qualification current;
2. Infant/Child First Aid qualified (or successfully complete a training course within two months of employment), and recertify to keep qualification current.

Working Environment/Physical Activities:

1. Regular bending, stooping, reaching, and lifting supplies and materials.
2. Show decorum with attire: dress should be comfortable and casual with respect to what the job entails.

Days Off:

1. 1 Sunday off each month - exact dates as determined by the Religious Education schedule for multi-generational services
2. 2 weeks' notice is preferred for a scheduled Sunday off, outside of unforeseen illnesses, personal emergencies, etc.
3. Days off are unpaid;
4. Unplanned days off due to illness or emergencies must be made in the following way:
 - By 6:00am on the Sunday of the absence (at the latest)
 - By a voice phone call to the DRE (no text, email, etc)

Employment with PCUUC is voluntary and is subject to termination by employee or PCUUC at will, with or without cause, and with or without notice.

This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications for this position.

Signature of DRE, Jennifer Weigand _____ Date _____