

**First United Methodist Church Plano, Texas**  
**Position Description**  
**Weekday Program My Friends' Place Teacher**

**Staff Classification**

Part-time Staff

Non-exempt

**Position Overview**

All employees at the Weekday Program Ministry are expected to provide a Christian environment that is safe, warm and nurturing. This environment should enhance self-concepts, encourage independence, and respect individuality. Employees are expected to create a classroom experience that will help the child to grow socially, physically, emotionally, intellectually, and spiritually. The NAEYC Code of Ethical Conduct should be followed at all times.

As a representative of FUMC Weekday Program, employees are expected to adhere to the philosophies and policies established by the Weekday Program Board, the Texas Department of Family and Protective Services, Texas Rising Star, and the National Association for the Education of Young Children.

The My Friends' Place Teacher is responsible for oversight/mentoring and supervision of students in the after-school and summer program of the Weekday Program.

**Major Responsibilities**

1. Meet or exceed all Minimum Standard Rules of the Texas Department of Family and Protective Services and National Association for the Education of Young Children guidelines.
2. Be responsible for the day-to-day operation of the My Friends' Place, including support in appropriate staffing, schedules and facility for all MFP programs. Ensure that another competent staff member is responsible for overseeing the program when away from the site.
3. Provide a program in which children are:
  - Provided a healthy and safe environment.
  - Given the opportunity to develop stable and caring relationships.
  - Provided an environment that fosters cognitive, social, and emotional growth.
4. Coordinate communication with parents, church, and community thorough appropriate means.
5. In conjunction with the Weekday Program Director, hire, train, supervise, and evaluate My Friends' Place teachers and staff in a manner consistent with the church's personnel policies and the Weekday Program procedures.
6. Shall adhere to general staff policies and responsibilities.

**Ministry Area Relationships**

1. Staff-Parish Relations Committee
2. Weekday Program Board
3. Staff

**Important Qualifications and Skills**

1. A caring Christian person with knowledge of early childhood developmental, spiritual, physical, social and emotional needs and competence in working with young children.
2. Be a high school graduate or its equivalent and have at least two years' experience working with young children.
3. Provide the Weekday Program with a record of training and experience and three references.
4. Be mentally, physically, and emotionally able to assume assigned duties and demonstrates childcare competency.
5. Show competency, good judgment, and self-control in working with children and co-workers.
6. Relate to the children, parents or guardians, and other staff members with courtesy, respect, acceptance, and patience.
7. Not have been indicted or been the subject of criminal complaint, nor shall be subject of deferred adjudication.
8. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
9. Complete all of the required documentation each year as requested.

**Accountability**

The Director of the Weekday Program and Assistant Director of Staff/Child Development supervise the My Friends' Place Teacher of the Weekday Program.



***Position Description Acknowledgment***

**Signature:** The employee is expected to adhere to all company policies and to act as a role model in adherence to policies.

I have read and understand this explanation and job description.

\_\_\_\_\_  
**Employee Name** (*Print*)

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**