



Topeka Rescue Mission Ministry Position Description

Position Title: Children's Palace Assistant Infant Teacher
Location: 601 NW Harrison Street
Reports to: Children's Palace Lead Infant teacher
Date: October 2017

SUMMARY OF RESPONSIBILITIES:

This ministry position focuses on assisting the Lead Infant Teacher in leading and coordinating all aspects of function for Infant Room which includes children aged 2 weeks to 12 months. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace.

MINIMUM QUALIFICATIONS:

All candidates must be ministry-minded and have a strong desire to see children learn and thrive. They must be strong leaders with the ability to think both analytically and creatively. Experience working with homeless, at-risk families preferred.

*** Must meet one of the following minimum qualifications as defined by the Kansas Department of Health and Environment:**

Option 1: An individual who has at least **three months' experience caring for infants and toddlers in a licenced childcare facility** and meets one of the following:

- 1: Six months' teaching experience in licensed facilities with children of the same age as enrolled in present facility.
- 2:
 - (A) Five sessions of observation for not less than 2 1/2 consecutive hours per observation in licensed facilities with children of the same age as enrolled in present facility; and
 - (B) 10 clock hours of workshops approved by the state licensing staff;
- 3:
 - (A) Minimum of three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources; and
 - (B) Supervised observation in high school or college or three months' work experience with children of the same age as enrolled in present facility; or
- 4: A child development associate credential

Option 2: a licensed L.P.N. or R.N. with three months' experience in pediatrics or in licensed child care centers enrolling infants and toddlers; or

Option 3: a child development associate credential in infant and toddler care.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for aiding the Lead Teacher in the following aspects of administration and care:
 - Assist in the lead and coordination of Children's Palace Infant Room for children typically 2 weeks to 12 months
 - Assist in the development and management of an attractive and engaging environment that encourages exploration and fosters independence while emphasizing Christ-centered nurturing and developmental support
 - Facilitate responsive, intentional, developmentally appropriate and Christ-centered activities to ensure children are provided with meaningful interaction that support their environment (spiritual, social-emotional, physical, cognitive, language and learning)
 - Develop new and innovative strategies to ensure Children's Palace Core Values are met in classroom environment
 - Provide responsive caregiving with a focus on the children's spiritual, social and emotional well-being
 - Provide ongoing observation and authentic assessment of individual children maintaining documentation of each child's progress and growth
 - Supervise and instruct all Infant Room support staff to ensure a safe, stimulating and nurturing environment with an emphasis on spiritual, social and emotional growth

 - Complete and submit required forms and records in a timely and accurate fashion (i.e. lessons plans, assessments, time sheets, meal reports, parental communication records, etc.)
 - Assist in the planning and implementing of targeted interventions for children displaying at-risk behaviors
 - Facilitate completion of child needs review including special needs eligibility and referrals as needed
 - Collaborate with Children's Palace leadership in efforts to engage parents including but not limited to: weekly take-home form completion, monthly family activity
 - Carry out routine duties such as bottle feedings, meal preparation, diapering, monitoring sleep times, cleanup, etc.
 - Compile listing of materials and supplies needed for the classroom
 - Maintain a safe and healthy classroom environment. Ensure that classroom equipment, furniture, materials and supplies are properly cleaned, maintained and stored
 - Engage and work collaboratively with Hope Center staff to ensure maximum continuity of care for child
 - Actively participate in scheduled trainings, in-services opportunities and parent meetings

- Responsible for carrying out the following aspects of ministry:
 - Personally seek *first* the Kingdom of God and His righteousness. -*Matthew 6:33*
 - Love the Lord your God with all your heart, soul and strength. -*Matthew 22:37*
 - Love your neighbor as yourself. -*Matthew 22:39*

- Show love, compassion and mercy to all. -*John 13:34, 1 John 3:17, Matthew 5:7*
 - Love unconditionally. -*1 Corinthians 13:7*
 - Encourage others. -*1 Thessalonians 5:11*
 - Intentionally share the Gospel of Jesus Christ. -*Matthew 28:19*
 - Pray for those in need. -*James 5:16*
 - Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faith, meekness, self-control. -*Galatians 5:22-23*
 - Put others before yourself. -*Philippians 2:3*
 - Laugh often, even in the face of difficulty. -*Proverbs 17:22*
 - Attend designated staff and prayer meetings. -*Hebrews 10:25*
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- Other duties as assigned



Topeka Rescue Mission Ministry Position Description

Position Title: Children's Palace Floater – Infant/Toddler
Location: 601 NW Harrison Street
Reports to: Children's Palace Program Director
Date: October 2017

SUMMARY OF RESPONSIBILITIES:

This ministry position focuses on assisting varying classrooms in programs and activities for children aged zero to five. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the guests and visitors of the Topeka Rescue Mission Children's Palace.

MINIMUM QUALIFICATIONS:

All candidates must be ministry-minded and have a strong desire to see children learn and thrive. They must be strong leaders with the ability to think both analytically and creatively. Experience working with homeless, at-risk families preferred.

*** Must meet one of the following minimum qualifications as defined by the Kansas Department of Health and Environment:**

Option 1: An individual who has at least **three months' experience caring for infants and toddlers in a licenced childcare facility** and meets one of the following:

- 1: Six months' teaching experience in licensed facilities with children of the same age as enrolled in present facility.
- 2:
 - (A) Five sessions of observation for not less than 2 1/2 consecutive hours per observation in licensed facilities with children of the same age as enrolled in present facility; and
 - (B) 10 clock hours of workshops approved by the state licensing staff;
- 3:
 - (A) Minimum of three semester hours of academic credit or equivalent training in child development, early childhood education, and curriculum resources; and
 - (B) Supervised observation in high school or college or three months' work experience with children of the same age as enrolled in present facility; or
- 4: A child development associate credential

Option 2: a licensed L.P.N. or R.N. with three months' experience in pediatrics or in licensed child care centers enrolling infants and toddlers; or

Option 3: a child development associate credential in infant and toddler care.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Responsible for the following aspects of childcare:
 - Daily reporting to Program Director for schedule and classroom assignment – assignments may include coverage for other staff during breaks and planning times, or daily coverage for classroom
 - Assist in the management of an attractive and engaging environment that encourages exploration and fosters independence while emphasizing Christ-centered nurturing and developmental support
 - Participate in responsive, intentional, developmentally appropriate and Christ-centered activities to ensure children are provided with meaningful interaction that support their environment (spiritual, social-emotional, physical, cognitive, language and learning)
 - Carry out Children's Palace Core Values in classroom environment
 - Provide responsive caregiving with a focus on the children's spiritual, social and emotional well-being
 - Assist in the provision of ongoing observation and authentic assessment of individual children maintaining documentation of each child's progress and growth
 - Assist in the completion of required forms and records in a timely and accurate fashion (i.e. lessons plans, assessments, time sheets, meal reports, parental communication records, etc.)
 - Carry out routine duties such as bottle feedings, meal preparation, diapering, monitoring sleep times, cleanup, etc.
 - Maintain and safe and healthy classroom environment. Ensure that classroom equipment, furniture, materials and supplies are properly cleaned, maintained and stored
 - Actively participate in scheduled trainings, in-services opportunities and parent meetings

- Responsible for carrying out the following aspects of ministry:
 - Personally seek *first* the Kingdom of God and His righteousness. -*Matthew 6:33*
 - Love the Lord your God with all your heart, soul and strength. -*Matthew 22:37*
 - Love your neighbor as yourself. -*Matthew 22:39*
 - Show love, compassion and mercy to all. -*John 13:34, 1 John 3:17, Matthew 5:7*
 - Love unconditionally. -*1 Corinthians 13:7*
 - Encourage others. -*1 Thessalonians 5:11*
 - Intentionally share the Gospel of Jesus Christ. -*Matthew 28:19*
 - Pray for those in need. -*James 5:16*
 - Daily display the fruit of the Holy Spirit: love, joy, peace, patience, gentleness, goodness, faith, meekness, self-control. -*Galatians 5:22-23*
 - Put others before yourself. -*Philippians 2:3*
 - Laugh often, even in the face of difficulty. -*Proverbs 17:22*
 - Attend designated staff and prayer meetings. -*Hebrews 10:25*

- Other duties as assigned