



## Topeka Rescue Mission Ministry Position Description

**Position Title:** Children's Palace Lead Teacher  
**Location:** 601 NW Curtis Street  
**Reports to:** Children's Palace Assistant Director  
**Date:** Updated November 06, 2018

### **SUMMARY OF RESPONSIBILITIES:**

This ministry position focuses on leading and coordinating all aspects of function for designated classroom which include children aged two weeks to five years. 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. Each person caring for children shall be free from physical, mental or emotional handicaps as necessary to protect the health, safety and welfare of the children, and shall be qualified by temperament, emotional maturity, sound judgment and an understanding of children. Must be physically capable of actively engaging with children eight hours per day, including but not limited to lifting, sitting on floor, walking, running, kneeling, crouching, crawling, climbing and standing for long periods of time. Must meet KDHE regulations for education and experience with children five years of age and under. Additional experience working with homeless, at-risk families preferred.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Responsible for the following aspects of administration and care:
  - Lead and coordinate designated Children's Palace classroom
  - Develop and manage 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 classroom 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 feeding, meal preparation, diapering, potty training, 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*
  - Other duties as assigned