



For the Nations DC Job Description: Preschool Classroom Teacher & Coordinator

Job Purpose: To provide a safe, loving, and enriching experience for the children of our adult students in order to build relationships and share the gospel of Jesus Christ. The Preschool Classroom Coordinator has to view this role as a calling to serve in a ministry of love, mercy, and outreach.

Reports To: Operations Director

Work Location, Hours, and Compensation:

Work sites:

- First Baptist Church of Alexandria : Class times are Tuesday, Wednesday, Thursday, with morning sessions (9:00am - 12:00pm) and/or afternoon sessions (12:30 - 3:30 PM).
- The Falls Church Anglican: Class times are Tuesday, Wednesday, Thursday (12:30 - 3:30 PM).

Working hours will vary depending on the number of sessions you are willing to work, and it is also based on FTN's childcare needs.

- One Session - ~15 hours/week (9 hours onsite, 6 hours planning/admin/cleaning/setup)
- Two Sessions - ~ 27 hours/week (18 hours onsite, 9 hours planning/admin/cleaning/setup)

The two weeks leading up to each semester, and the two weeks after each semester starts will be busy and may require additional hours.

Compensation Range: \$18 - \$20/hour.

Primary Responsibilities

- Create a schedule and activity plans (for children 2-5) to help children be exposed to and practice English
- Lead age-appropriate activities that help children become familiar with English. (This will include leading activities yourself and having volunteers and other childcare workers assist or help lead activities.)
- Model classroom management strategies and model smooth consistent transitions between activities
- Manage daily and weekly setup and cleanup of the entire children's area (including nursery)
- Oversee children's workers in the preschool classroom and nursery area
- Oversee check in and check out

- Help children with toileting/diaper changes
- Uphold safety standards
- Support FTN staff with administrative tasks (e.g., organizing and doing inventory of supplies, updating policy/procedures, attendance/enrollment/roster updates)

Additional Responsibilities

- Participate in meetings, trainings, and prayer times

Required Qualifications

- Christian in good standing with his/her local church
- Fully support the mission of FTNDC
- Affirm FTNDC's statement of faith
- Satisfactory background check
- Physically able to perform required job tasks
- Good interpersonal skills with children and adults
- Organized and detail-oriented
- Experience working with diverse communities
- Experience leading a mix of paid staff and volunteer workers
- Educational background and/or experience in early childhood education

Other Preferred Qualifications

- Experience working with nonprofits and/or ministries
- Child and Infant First Aid/CPR certification
- Proficient at using Google Suite (Docs, Sheets, Drive) or Microsoft Office (Word, Excel)

For the Nations DC Mission and Statement of Faith

All FTNDC staff, volunteers, board members, and partner churches must affirm the following mission statement and statement of faith:

Mission: *To provide English-language instruction and other educational services that help meet the practical needs of refugees, asylees and immigrants, and to share with them the gospel of Jesus Christ.*

Statement of Faith: *"We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten from the Father, God from God, Light from Light, true God from true God, begotten, not made, of the same substance as the Father. Through him all things were made. For us men and for our salvation he came down from heaven: by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one, holy,*

universal, and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We believe in the resurrection of body, and the life everlasting. Amen.”

To Apply:

Complete this [application](#) and if you have a resume send it to katheryn@fndc.org.