

## First Baptist Church Lewisburg – PDO Teacher

**Job Summary:** The PDO Teacher is responsible for the general supervision, management, and spiritual leadership of a designated group of children. The primary goal is to provide a warm, nurturing, safe, and stimulating environment where each child is treated as a unique creation of God, empowered to reach their full potential academically and spiritually.

### Reporting Relationship

- **Reports to:** PDO Director
  - **Collaborates with:** Church Staff and Age-Level Peer Teachers
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## Primary Responsibilities

### Instructional & Spiritual Leadership

- **Curriculum Implementation:** Plan and execute a daily program that meets the emotional, physical, intellectual, social, and spiritual needs of both the individual child and the group.
- **Spiritual Formation:** Lead daily Bible stories, prayer, worship songs, and crafts to provide a foundational understanding of the Gospel.
- **Individualized Instruction:** Adapt the program to meet the unique interests, talents, and learning paces of each student.
- **Planning:** Submit monthly lesson plans to the PDO Director by the designated deadline. Coordinate with the PDO Director for special classroom events.

### Classroom Management & Stewardship

- **Environment:** Maintain an orderly, creative, and age-appropriate learning environment.
- **Shared Space Responsibility:** Ensure classrooms are clean and restored daily for use by other church ministries. This includes sweeping floors, and storing all supplies and toys in designated cabinets or closets.
- **Positive Guidance:** Use consistent, positive discipline techniques that align with church policy and the staff handbook.

### Communication & Administration

- **Parental Partnership:** Maintain professional and consistent communication with families via **Brightwheel**.
- **Staff Collaboration:** Attend all mandatory staff meetings, orientation sessions, and workday preparations.
- **Health & Safety:** Notify the PDO Director or the main office immediately regarding sick children or emergencies.

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## Qualifications & Requirements

### Spiritual Requirements

- Must be a believer in Jesus Christ with a sincere desire to share Biblical concepts with children.
- Must maintain a professional attitude and demonstrate loyalty to the vision of FBC Lewisburg.
- Must be willing to generally affirm and respect the FBC Lewisburg Statement of Faith.

### Professional Experience

- Minimum of 18 years of age with a High School Diploma or equivalent.
- Previous experience working or serving with preschool or school-age children is required.
- A degree in Early Childhood or Elementary Education is preferred, but not required.

### Key Competencies

- **Reliable**, punctual, dependable, and capable of following complex directions.
- Able to make sound decisions under pressure and respond immediately to emergency situations.
- Creative, self-motivated, flexible, and able to relate well to both children and adults.

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## Physical & Work Requirements

- Ability to participate in physical activities associated with preschool care (lifting, bending, floor play).
- Completion of required background checks and safety certifications (CPR/First Aid).
- Adherence to the specific "Sunday-Ready" cleaning standards as outlined in the Staff Handbook.