



Williamsburg United Methodist Church
Position Description
KMO Assistant Teacher

I. Scope

The Assistant Teachers for Kid's Morning Out (KMO) is responsible for implementing the program's philosophy of providing an early childhood experience where each child's cognitive, spiritual, emotional, social and physical growth is fostered. The Assistant Teacher works under direct supervision of the Kid's Morning Out Director. The Assistant Teacher must be familiar with basic Biblical knowledge and guided by a Christian faith.

II. Relationships

- A. The Assistant Teacher will serve as a member of the WUMC Staff, and report directly to the KMO Director.
- B. The Assistant Teacher will work collaboratively with a Lead Teacher.
- C. The KMO Director will conduct an annual evaluation of the Assistant Teacher's job performance and make salary recommendations to the KMO Board.
- D. The Assistant Teacher will comply with all KMO policies and procedures.

III. Responsibilities

- A. Daily operations of a KMO Classroom.
- B. Foster a safe, enriching, and stimulating classroom and curriculum taught in a culture of Christian love and compassion.
- C. Assist the Lead Teacher to develop, coordinate and implement daily classroom activities that are age appropriate and align with the KMO Mission Statement
- D. Maintain regular communication with KMO families. Establish and build positive relationships.
- E. Complete all training requirements in a timely fashion.
- F. Comply with all Safe Sanctuary requirements without exception.