



JOB OPENING: WEEKDAY PRESCHOOL PARAPROFESSIONAL

We are now accepting applications for the part-time position of Weekday Preschool Paraprofessional. We are looking for someone who has a heart for loving and helping young children to know God and follow him.

Job requirements and qualifications:

- The ability to work with young children and help them learn basic life and educational skills (letters, numbers, Bible stories, etc.)
- A patient and loving spirit
- A cooperative attitude and a willingness to work with other staff
- A high level of creativity
- Educational experience in early childhood education is highly preferred
- **A detailed job description is attached.**

How to apply: Apply online at www.firstmoultrie.org/jobs, or fill out the application information and attach a resume. Send the completed application and resume to office@firstmoultrie.org or mail to 400 S Main St., Moultrie, GA 31768.

Questions? If you have any questions or concerns regarding the application, please call Eric at 229-985-2103.

JOB DESCRIPTION: WEEKDAY PRESCHOOL PARAPROFESSIONAL

Principle Function: The purpose of the Weekday Preschool Paraprofessional is to assist the Weekday Preschool Teachers with leading the day-to-day preschool classroom activities.

Reports to: Children's Minister

The Children's Minister and Weekday Preschool Director will govern the Preschool Program. In the absence of the employment of a Children's Minister, the Church Administrator or Education Minister will become the staff member assigned to this committee. The Children's Minister will work with the Preschool Director to make decisions during the day to day activities of the Preschool.

Education, Qualifications and Hiring Policy:

In the event of hiring a new Preschool Para, applications and resumes will be accepted for at least a two-week period of time from all interested parties. The church does not discriminate applicants based upon race, color, sex, national origin, age or disability. However, the church reserves the right to discriminate based on religion.

The resumes will be submitted to the Children's Minister, who will work with the Weekday Preschool Director, or most tenured teacher to select the candidate best suited for this employment. Each candidate will interview with an interview panel.

The interview panel will be made up of the Children's Minister and the Weekday Preschool Director, or most tenured teacher. After interviewing each candidate, the Children's Minister and Preschool Director will discuss and make the hiring decision.

1. The candidate must be a Christian, one who has professed Jesus Christ as personal Savior.
2. Preference will be given to qualified church members over non-church members.
3. Desirable educational and background experience should include:
 - a. High School diploma required.
 - b. Educational experiences which might include a degree in early childhood education.
 - c. Christian education experience in church-related activities such as Sunday School, missions, or music.
4. The candidate should present at least two-character references which would give the selection committee an indication of personality traits and compatibility.
5. The candidate must sign a form and provide information giving the church permission to do background checks.

Responsibilities

1. Support the teacher's activities, and help the teacher with crafts or walking kids from one location to another.
2. Ensure children are supervised at all times.
3. Help change diapers and help potty train.
4. Perform other related duties as assigned by the Children's Minister or teacher.
5. Paras are required to take CPR and First Aid training and maintain the status as long as they are teachers in the church program. The church will pay for this training.

Refer to Weekday Preschool Policies and Procedures for additional information

**APPLICATION FOR WEEKDAY PRESCHOOL
PARAPROFESSIONAL**
First Baptist Church Moultrie

Name: _____ Today's date: _____

Current address: _____

City: _____ State: _____ Zip: _____

Birthdate: ____/____/____ Primary Phone: (____) _____

Email address: _____

Do you regularly attend church? If so, where?

Please briefly share your story of how you became a Christian:

Describe your level of confidence in performing essential functions of the Weekday Preschool Para position:

List education and relevant training/skills:

List current and previous employment for the past five years (we will not contact your current employer without your permission):

Why do you want to work at First Baptist Church Moultrie?