

BON AIR BAPTIST WEEKDAY SCHOOL PERSONNEL

Title: **Teacher of Weekday School**

Staff Relationship:

Responsible to the Director of Weekday Ministries

Qualifications:

College Degree and experience in early childhood education

Responsibilities:

1. Strive to maintain a spiritual ministry in the school in keeping with the church's purpose. Spiritual development activities (i.e., Bible stories, conversation, Bible thoughts, songs) will be incorporated in the curriculum weekly.
2. To plan and implement an instructional program including all of the skill areas and activities identified by the curriculum as being appropriate for the age group.
3. To provide the Director a copy of the monthly lesson plan by the last school day of the preceding month.
4. To give direction to the teacher's associates regarding duties and assistance needed in preparing materials for the unit daily.
5. To provide a classroom atmosphere conducive to a healthy happy learning experience through the placement of equipment and materials. This will include instructing the children in the proper use and care of materials and equipment, as well as maintaining the order and neatness of the room with the help of the teacher's associate.
6. To plan objectives for each child which meet his or her individual needs and to note physical and behavioral characteristics through daily observation.
7. To notify the Director of any change in address, phone number, or other pertinent information about the child found on the registration form.
8. To establish and maintain positive communication between school and home.
9. To supervise, along with teacher associates, the children on the playground.
10. To participate in all regularly scheduled Weekday Ministries activities such as conference days and work days unless other arrangements are made with, and approved by, the Director.

WEEKDAY SCHOOL PERSONNEL (continued)

11. To evaluate with the Director, on a regular basis, the effectiveness of the instructional program.
12. To attend faculty meetings deemed necessary by the Director.
13. To work with other teachers, teacher's associates and the Director in sharing resources and in developing and maintaining a cooperative spirit among the Weekday Ministries Staff.
14. To work with leaders of other organizations using the same room concerning arrangement of equipment and use of space.
15. To meet and fulfill all obligations of the teaching contract.

[5/91 By Committee and approved 2/19/92]

[Amended 6/21/95]

WEEKDAY SCHOOL PERSONNEL (continued)

Title: **Teacher Associate in Day School**

Staff Relationship:

Teacher Associate is responsible to the Director of the Weekday Ministries.

Qualifications:

Current training and experience in the early childhood field, including church preschool activities.

Responsibilities:

1. To strive to maintain a spiritual ministry in the school in keeping with the church's purpose.
2. To prepare materials for the day or unit as directed by the lead teacher of the Director.
3. To work with the children as assigned by the teacher.
4. To cooperate with other teacher associates in rotating large equipment in the classroom (i.e., sand table, woodworking table, water table).
5. To collect materials and equipment from the assigned classrooms and return them to the proper storage areas daily.
6. To maintain regularly needed supplies within the classroom (i.e., paint, playdough, cut supplies, etc.)
7. To cooperate with the teacher in maintaining the orderly appearance of the classrooms.
8. To cooperate with other teacher associates in accomplishing tasks on workdays as assigned by the Director.
9. To direct all comments or concerns about students to the assigned teacher or the Director. Teacher associates will not discuss students with parents or anyone other than the assigned teacher or the Director.
10. To perform carpool duty as assigned (approximately one morning and two afternoons weekly).
11. To perform daily playground duty.
12. To participate in all regularly scheduled Weekday School activities such as workdays unless other arrangements are made with, and approved by, the Director.

WEEKDAY SCHOOL PERSONNEL (continued)

13. To attend faculty meetings deemed necessary by the Director.
14. To assist the substitute in carrying out the instructional program in the absence of the teacher.
15. To work with teachers, other teacher associates and the Director in sharing resources and in developing and maintaining a cooperative spirit among the Weekday School Staff.
16. To meet and fulfill all obligations of the Associate Teacher's contract.

Amended 6/21/95

TEACHER CONTRACT

I agree to teach at the Bon Air Baptist Church Weekday Ministries from ____ through ____, plus any additional snow days, and do accept all the terms of this contract and the responsibilities as listed in the attached job description.

I agree to teach ____ days per week, the hours of each day being 8:45 A.M. - 12:45 P.M. There will also be five required work/planning days in addition to the regular teaching schedule. For this I shall be paid a yearly salary of ____ which shall be paid in installments of ____ each. I recognize that the Weekday Ministries is a ministry of Bon Air Baptist Church. As such, it demands conduct of the highest Christian moral values both on and off the job.

Sick leave shall be allowed me at the rate of ____ days per year. One day that is allowed for sick leave may be used for personal reasons. These days shall be considered as leave with pay. For additional days missed ____ per day will be deducted to cover the cost of a substitute for a maximum of 30 days. Sick leave may be used due to the illness of myself, or any immediate family member (Immediate family member means spouse, child, parent or spouse's parent, or any other family member living with you). It may also be used due to the death of a family member or close friend. Should I be absent for any other reason, the substitute rate of \$16.00 of earnings will be deducted. Any unused paid sick leave will be reimbursed at the end of the school year. Excessive absenteeism will be subject to review.

The Weekday Ministries agrees to pay registration fees for the year to cover registration for professional enrichment conferences, workshops or any other job-related class as approved by the Director. I agree to attend no less than one professional meeting per school year (at least 4 hours) as approved by the Director. I will become a member of the Richmond Area Association of Early Childhood Education (RAAECE); the Weekday Ministries will pay 50% of the membership fees. Although all due consideration shall be given to assign me to the class/age level and classroom of my preference, I understand that I will be assigned to the class and classroom where the Director determines I am most needed, and agree to include in my weekly instruction appropriate Bible stories, verses, conversation and songs. Should I find that for any reason I can no longer fulfill the terms of this contract, I shall give the Director a written resignation at least one month in advance. I further understand that, if the job requirements of this contract are not met as outlined or other problems arise concerning teacher-pupil, teacher-staff, or teacher-parent relationships, or my performance, I will be made aware of such problems. If such problems are not corrected in a manner satisfactory to the Director and within a time period set by the Director, my resignation will be requested and submitted or my employment terminated.

Terms of this contract can only be altered in writing, and signed by all parties to the contract.

Bon Air Baptist Church: _____
Teacher

Weekday Ministries Director

Date: _____
Personnel Committee Chairman

[5/91 By Committee and approved 7-19-92]
[Amended 6/21/95]

TEACHER ASSOCIATE CONTRACT

I agree to teach at the Bon Air Baptist Church Weekday Ministries from ____ through ____, plus any additional snow days, and do accept all the terms of this contract and the responsibilities as listed in the attached job description.

I agree to teach ____ days per week, the hours of each day being 8:45 A.M. - 12:45 p.m. There will also be five required work/planning days in addition to the regular teaching schedule. For this I shall be paid a yearly salary of ____ which shall be paid in nine installments of ____ each.

I recognize that the Weekday Ministries is a ministry of Bon Air Baptist Church. As such, it demands conduct of the highest Christian moral values both on and off the job.

Sick leave shall be allowed me at the rate of ____ days per year. One day may be used for personal reasons. These days shall be considered as leave with pay. For additional days missed, 7 ~ per day will be deducted to cover the cost of a substitute for a maximum of 30 days. Sick leave may be used due to the illness of myself, or any immediate family member (Immediate family member means spouse, child, parent or spouse's parent, or any other family member living with you). It may also be used due to the death of a family member or close friend. Should I be absent for any other reason, the substitute rate of ____ of earnings will be deducted. Any unused paid sick leave will be reimbursed at the end of the school year. Excessive absenteeism will be subject to review.

The Weekday Ministries agrees to pay registration fees for the year to cover registration for professional enrichment conferences, workshops or any other job-related class as approved by the Director. I agree to attend no less than one professional meeting per school year as approved by the Director. Should I become a member of the Richmond Area Association of Early Childhood Education (RAAECE); the Weekday Ministries will pay 50% of the membership fees.

I understand that I will be assigned to the class and classroom where the Director determines I am most needed.

Should I find that for any reason I can no longer fulfill the terms of this contract, I shall give the Director a written resignation at least one month in advance.

I further understand that, if the job requirements of this contract are not met as outlined or other problems arise concerning teacher-pupil, teacher-staff, or teacher-parent relationships, or my performance, I will be made aware of such problems. If such problems are not corrected in a manner satisfactory to the Director and within a time period set by the Director, my resignation will be requested and submitted or my employment terminated.

Terms of this contract can only be altered in writing, and signed by all parties to the contract.

Bon Air Baptist Church:Teacher Associate _____

Date: _____ Weekday Ministries

Director _____

Personnel Committee

5/91 by committee-approved 7/19/92

Amended 6/21/95

Chairman _____

MOM'S MORNING OUT PERSONNEL

Title: Lead Teacher

Staff Relationship: The Lead Teacher is responsible to the Director of Weekday Ministries

Qualifications: Current training and experience in the early childhood field. Experience should include church preschool programs.

Responsibilities:

1. Strive to maintain a spiritual ministry in the program in keeping with the church's purpose.
2. To plan and implement an instructional program including all of the skill areas and activities identified by the curriculum as being appropriate for the age group.
3. To provide the Director of Weekday Ministries a copy of the monthly lesson plan the last school day of the preceding month.
4. To give direction to the teacher's associate regarding duties and assistance needed in preparing materials for the day.
5. To provide an atmosphere conducive to healthy, happy learning. Maintaining proper use of equipment and materials. To help young preschoolers develop an awareness of the use of equipment and materials.
6. To plan activities for each child which meets his individual needs.
7. To maintain a file of anecdotal records for each child noting observed physical and/or behavioral problems.
8. To notify the Director of any change in address, phone number, or other pertinent information about each child.
9. To communicate with the child's family when necessary.
10. To supervise children's play on the playground.
11. To participate in all regularly scheduled Mom's Morning Out activities such as parent meetings, workdays, and opportunities for in-service training, unless other arrangements are approved by the Director of Weekday Ministries.
12. To assist in evaluating the effectiveness of the program.
13. To attend staff meetings scheduled by the Director.

MOM'S MORNING OUT PERSONNEL (continued)

14. To work with other members of the staff in sharing resources and in developing and maintaining a cooperative spirit.
15. To prepare room for other organizational use by returning all non-equipment items to the designated storage areas.
16. To meet and fulfill all obligations of the teaching contract.

[5-91 By Committee and approved 7-19-92]
[Amended 6/21/95]

BON AIR MOM'S MORNING OUT PERSONNEL

Title: Associate Teacher

Staff Relationship: Teacher Associate is responsible to the lead teacher and to the Director of Weekday Ministries.

Qualifications: Current training and experience in the early childhood field, including church preschool activities.

Responsibilities:

1. To strive to maintain a spiritual ministry in the program in keeping with the church's purpose.
 2. To prepare materials for the day or unit as directed by the lead teacher.
 3. To work with the children as assigned by the lead teacher.
 4. To collect materials and equipment from the rooms and return them to the proper storage areas as needed.
 5. To cooperate with the lead teacher in maintaining the orderly appearance of the room.
 6. To direct all comments or concerns about preschoolers to the lead teacher or the Director. Teacher aides will not discuss preschooler with parents or anyone other than the lead teacher or the Director.
 7. To direct all comments or concerns about preschoolers to the lead teacher or the Director. Teacher aides will not discuss preschooler with parents or anyone other than the lead teacher or the Director.
 8. To participate in all regularly scheduled Mom's Morning Out activities such as parent meetings, workdays and opportunities for in-service training unless other arrangements are approved by the Director of Weekday Ministries.
 9. To attend staff meetings as scheduled by the Director.
 10. To carry out the planned activities, assisted by a substitute, in the absence of the teacher.
 11. To work with other members of the staff in sharing resources and developing and maintaining a cooperative spirit.
 12. To assist in preparation of the room for use by other organizations.
 13. To meet and fulfill all obligations of the Associate Teacher's contract.
- [Amended 6/21/95]

DIRECTOR OF WEEKDAY MINISTRIES JOB DESCRIPTION

General Supervisor: Pastor

Immediate Supervisor: Minister to Children

General Functions:

In cooperation with the Minister to Children and Weekday Ministries Committee, supervise and administer the operation of the Mom's Morning Out and Weekday School programs for preschool children; to strive to provide and maintain a spiritual ministry in keeping with the church's purpose.

General Requirements:

The Director should be a Christian. The Director should be an active member of Bon Air Baptist Church, should demonstrate a love of and concern for both children and adults, which is essential for effective leadership. The Director should have at least a Bachelor's degree and a minimum of two years experience in teaching preschool children. The Director should participate each year in an early childhood education workshop or equivalent study.

Duties:

1. Work with the Weekday Ministries Committee and Minister to Children in planning, recommending to the church, administering and evaluating the most effective ministry to preschool children through the Weekday School/Mom's Morning Out Programs.
2. Assist the Weekday Ministries Committee in the selection of teachers, assistants and other workers needed that are to be recommended to the church for employment through the Personnel Committee.
3. Plan, in cooperation with the Minister to Children, Assistant Director and teachers, a program suited to the needs of children.
4. Meet with other church program workers who use the same facilities, equipment and resources and cooperate in a plan with reference to the use of the space and resources.
5. Attend monthly Weekday Ministries Committee meetings, monthly PACED meetings, and other appropriate associational/state meetings.
6. Schedule and conduct regular meetings for planning and evaluation of the Ministry.

DIRECTOR OF WEEKDAY MINISTRIES
JOB DESCRIPTION (continued)

7. Plan and conduct training sessions to better equip the teachers for their ministry. Encourage the teachers to attend training sessions provided by Virginia Baptists, the Southern Baptist Convention, PACED and the Virginia and National Associations of Preschool Teachers.
8. Plan and conduct long-range and short-range planning meetings as needed.
9. Supervise the teachers, associates and other workers in carrying out their daily responsibilities and lead in regular evaluation of the personnel and programs.
10. Provide and encourage the use of teaching aids, learning resources for paraprofessionals, professionals and other volunteers.
11. Assist teachers in securing substitute teachers and workers in accord with approved policy.
12. Prepare an Annual Budget to be reviewed by the Weekday Ministries Committee, which will be forwarded to the Stewardship Committee for adoption by the church.
13. Submit financial reports on income and expenses as requested by the Weekday Ministries Committee, Stewardship Committee and the Church.
14. Cooperate with the bookkeeper and Church Treasurer in administering the finances of the school within the adopted budget.
15. Maintain school personnel files.
16. Supervise and maintain personal information files on each child that will enable the teachers to effectively confer with the parents on a regularly scheduled basis.
17. ~~Coordinate the work of the teachers and the custodial staff to facilitate the care and cleaning of the rooms used.~~
18. Accept applications, conduct tours of the school and communicate with parents about enrollment.
19. With the assistance of the Assistant Director, make classroom assignments for children; prepare handbooks and class rolls for parents for each school year.
20. Plan and conduct orientation parent meetings at the beginning of year and end-of-year programs. Also arrange resource people to attend during the year, arrange field trips and plan four-year-old Christmas Pageant, Hero Night, Mothers Day Tea and Family Tea.

21. Arrange for all Weekday Ministries group and individual pictures.

DIRECTOR OF WEEKDAY MINISTRIES
JOB DESCRIPTION (continued)

22. Collect and review lesson plans from Weekday School and Mom's Morning Out teachers monthly.
23. Plan luncheons yearly for staff.
24. Accept children in office if sick or need time-out discipline from classroom.
25. Prepare written and verbal evaluations of all staff (renew contracts).
26. Evaluate curriculum and prepare calendar and schedule of units for following year.
27. Keep record of days worked by teachers and substitutes and submit pay requests to church bookkeeper each month.
28. Arrange and pay for insurance for all children in the programs.
29. Participate in receiving children daily.
30. Perform any other miscellaneous items deemed appropriate by Minister to Children.

Revised 7/94
Amended 6/21/95

**JOB DESCRIPTION
ASSISTANT TO THE DIRECTOR
OF WEEKDAY MINISTRIES**

General Supervisor: Minister to Children

Immediate Supervisor: Director of Weekday Ministries

GENERAL FUNCTIONS:

In cooperation with the Minister to Children and Weekday Ministries Committee, assist the Director in the operation of the preschool programs. To seek to provide and maintain a caring and Christian ministry in keeping with the church's purpose.

GENERAL REQUIREMENTS:

The Assistant to the Director of Weekday Ministries should be a Christian and an active member of Bon Air Baptist Church; should demonstrate a love of and a concern for both children and adults, which is essential for effective leadership. The Assistant should have at least two years experience in teaching preschool children. The Assistant should participate each year in an early childhood education workshop or equivalent study.

DUTIES:

1. Work with the Director, Minister to Children and Weekday Ministries Committee in planning, recommending to the church, administering and evaluating to provide the most effective ministry to preschool children through the Weekday School/Mom's Morning Out Programs.
2. Attend monthly Weekday Ministries Committee meetings and other appropriate meetings.
3. Meet with other church program workers who use the same facilities, equipment and resources and cooperate in a plan with reference to the use of the space and resources.
4. Assist the Director in planning and conducting the orientation parent meetings at the beginning of the year and end-of-year programs. Also, assist in planning the four-year-old Christmas Pageant, Hero Nights, Mother's Day Teas and Family Teas.
5. Assist in receiving applications for enrollment from parents.
6. Publish Newsletters monthly.
7. Duplicate and distribute all information, notices and teacher materials.

ASSISTANT TO THE DIRECTOR OF WEEKDAY MINISTRIES (continued)

8. Assist Director in planning and presiding over meetings and workshops.
9. Receive and record all monies paid by the parents, prepare deposits, and deposit in the bank. Provide Church Treasurer with copy of deposit slip.
10. Prepare delinquent letters for past-due collections.
11. Serve as Purchasing Agent for the Weekday School and Mom's Morning Out.
12. Assist the Director in coordinating the work of the teachers and custodial staff to facilitate the care and cleaning of the rooms used.
13. Purchase snacks and special additional supplies as needed.
14. Distribute snacks to Mom's Morning Out classes daily.
15. Arrange for repairs of tables, chairs, equipment in classrooms, including repairs and maintenance of projectors, tape recorders, cooking equipment and playground equipment.
16. Assist the Director in planning luncheons yearly for staff.
17. Accept children in office if sick or need time-out discipline from classroom.
18. Change monthly bulletin boards in hallways.
19. Assist the Director in evaluating curriculum and preparing calendar and schedule of units for the following year.
20. Participate in receiving children daily.
21. Perform any other miscellaneous duties deemed appropriate by Director.
22. Assist the Director in making classroom assignments for children; prepare handbooks and class rolls for parents for each school year.

Amended 6/21/95

EMPLOYMENT AGREEMENT DIRECTOR OF WEEKDAY MINISTRIES

This agreement, made this ____ day of _____, 19__, by and between Bon Air Baptist Church, 2531 Buford Road, Richmond, VA 23235 herein called the Church and _____, herein called the Director.

Witnesseth:

In consideration of the promises and agreements herein contained and the monies to be paid hereunder, the Church agrees to hire the Director and the Director agrees to work for the Church upon the following terms and conditions:

1. Position and Duties

The Director is employed as a part-time Director of Weekday Ministries with the duties and responsibilities specified in the Director of Weekday Ministries Job Description which is attached and made a part hereof.

2. Devotion of time and effort to the position

It is anticipated that the Director will devote the hours outlined below which during the term of this agreement will not exceed twenty (20) hours per week.

<u>School Hrs/ Day</u>	<u>School Day</u>	<u>School Days/Yr</u>	<u>School Hrs/Yr Total</u>
6	1	70	1020
<u>Summer Hrs/Wk</u>	<u>Summer Weeks</u>	<u>Summer Hrs/Yr Total</u>	
1 1/2	12	18	
Annual Total (Hours)			1038

3. Supervisor

The Minister to Children shall be the immediate supervisor and the Pastor, general supervisor of the Director and her work.

4. Term

This agreement shall be for a term of one (1) year, commencing September 1, 1994 and terminating August 31. The parties may by mutual agreement extend this agreement for an additional term or terms.

Notwithstanding the one-year term of this agreement, the Church shall have the right to modify or terminate this agreement earlier if the performance of the duties and responsibilities of the Director of Weekday Ministries is determined to be unsatisfactory in the sole discretion of the Church.

EMPLOYMENT AGREEMENT/DIRECTOR OF WEEKDAY MINISTRIES
(continued)

5. Compensation

The Church shall pay to the Director during the term of this agreement as compensation for her services, the total sum of \$_____ per annum, paid in twelve (12) equal payments of \$_____, payable the first of each month. The amount of \$_____ per annum represents the total compensation and no other payment in the form of benefits shall be paid. Any applicable taxes will be deducted from the compensation.

6. Payment of fees

The Church agrees to pay membership fee for the Preschool Association of Church Educational Directors (P.A.C.E.D.) and registration fees for professional enrichment conferences, workshops and other job-related education as approved by the Minister to Children.

7. Resignation

Should the Director determine that for any reason she can no longer fulfill the terms and conditions of this agreement, a written resignation shall be given immediately to the Minister to Children. The resignation shall be effective no sooner than one (1) month after delivery of such written notice of resignation; provided, however, the Church shall have the right to terminate the agreement earlier than the effective date of resignation if, in the sole discretion of the Church, such earlier resignation is determined to be in the best interest of the Church. If early resignation is effected, the Church shall pay thirty (30) days compensation from the date of delivery of the required written resignation.

8. Modification

No change or modification of this agreement shall be valid unless the same be in writing and signed by the parties hereto.

In witness whereof, the undersigned have here unto signed this agreement.

BON AIR BAPTIST CHURCH

Director of Weekday Ministries BY: _____
Minister to Children

9/94

Amended 6/21/95

EMPLOYMENT AGREEMENT ASSISTANT TO THE DIRECTOR OF WEEKDAY MINISTRIES

This agreement, made this _____, by and between Bon Air Baptist Church, 2531 Buford Road, Richmond, Virginia, 23235, herein called the Church and _____, herein called the Assistant to the Director.

Witnesseth:

In consideration of the promises and agreements herein contained and the monies to be paid hereunder, the Church agrees to hire the Assistant to the Director and the Assistant to the Director agrees to work for the Church upon the following terms and conditions:

1. Position and Duties

The Assistant to the Director is employed as a part-time Assistant to the Director of Weekday Ministries with the duties and responsibilities specified in the Assistant to the Director of Weekday Ministries Job Description which is attached and made a part hereof.

2. Devotion of time and effort to the position

It is anticipated that the Assistant to the Director will devote the hours outlined below which during the term of this agreement will not exceed twenty (20) hours per week.

<u>School Hrs/Day</u>	<u>School Days/Yr</u>	<u>School Hrs/Yr Total</u>
6	170	1020
<u>Summer Hrs/Wk</u>	<u>Summer Weeks</u>	<u>Hrs/Yr Total</u>
0	0	0

Annual Total (Hours)

1020

3. Supervisor

The Director of Weekday Ministries shall be the immediate supervisor and the Minister to Children, general supervisor of the Assistant to the Director and her work.

4. Term

This agreement shall be for a term of one (1) year, commencing September 1, 19__ and terminating August 31, 19__. The parties may by mutual agreement extend this agreement for an additional term or terms.

EMPLOYMENT AGREEMENT/ASSISTANT TO THE DIRECTOR OF WEEKDAY MINISTRIES (continued)

Notwithstanding the one-year term of this agreement, the Church shall have the right to modify or terminate this agreement earlier if the performance of the duties and responsibilities of the Assistant to the Director of Weekday Ministries is determined to be unsatisfactory in the sole discretion of the Church.

5. Compensation

The Church shall pay to the Assistant to the Director during the term of this agreement as compensation for her services the sum of \$_____ per hour, paid in nine (9) payments, payable the first of each month. The amount of \$_____ per hour represents the total compensation and no other payment in the form of benefits shall be paid. The total of such compensation shall not exceed \$_____ per annum. Monthly payments shall be paid on the basis of substantiation of hours actually worked. Any applicable taxes will be deducted from the compensation.

6. Payment of Fees

The Church agrees to pay membership fees and registration fees for professional enrichment conferences, workshops and other job related education as approved by the Director of Weekday Ministries.

7. Resignation

Should the Assistant to the Director determine that for any reason she can no longer fulfill the terms and conditions of this agreement, a written resignation shall be given immediately to the Director of the Weekday Ministries. The resignation shall be effective no sooner than one (1) month after delivery of such written notice of resignation; provided, however, the Church shall have the right to terminate the agreement earlier than the effective date of resignation if, in the sole discretion of the Church, such earlier resignation is determined to be in the best interest of the Church. If early resignation is effected, the Church shall pay thirty (30) days compensation from the date of delivery of the required written resignation.

8. Modification

No change or modification of this agreement shall be valid unless the same be in writing and signed by the parties hereto.

In witness whereof, the undersigned have here unto signed this agreement.

BON AIR BAPTIST CHURCH

BY: _____
Assistant to the Director of Minister to Children
Weekday Ministries

9/94

Amended 6/21/95