

Jobs at Dallas Bible

OUR VISION AND MISSION

Dallas Bible is a missional family that exists to love ALL and help ALL follow Jesus. We're a community marked by GRACE. It's why we're committed to leaving the confines of comfort to love a world that's grown skeptical of religion but still longs for the grace of Jesus Christ. That love is modeled by Jesus; so we strive to love with truth and grace, side by side, always.

We believe God has placed us in a vibrant community of flourishing neighborhoods on purpose, and that purpose is simple: to love all and help all follow Jesus. The invitation to "follow Jesus" is a comprehensive call that includes our worship, identity, purpose, values and thoughts; so in all we do, our hope is for Jesus to ascend and ALL to gladly follow.

This means we go beyond ourselves every day, prayerfully dependent upon Him for everything. It means we make room for ALL people while intentionally investing in a selfless, loving family that all are welcome into. It means we speak truth while giving grace. It means we love one another, go to our neighbors, pray for our co-workers, and follow Jesus in everything; all for the joy of the city and glory of God. We believe that's our calling.

OUR COMMUNITY

Dallas Bible is a vibrant, inter-generational family of believers that loves our community and longs to see Jesus at its center. We're surrounded by flourishing neighborhoods, the best public schools in DFW, a stable economy, and an influx of young families with young kids moving into the area. We love our community and want to be a blessing!

Creation Station at Dallas Bible Church

Assistant Teacher Job Description

Creation Station at Dallas Bible Church exists to provide a loving atmosphere for Preschoolers where they have an opportunity to learn about God and His love through age appropriate curriculum and active play.

Status: Part-time (18 hours per week; 8:30am to 2:30pm M/W/F set)

Team: under the direction of the Preschool Weekday Program Director & Lead Teacher

Job Description: The assistant teacher will teach alongside a qualified lead teacher to provide education and care to their students. They must be able to help provide a stimulating and uplifting environment for the students in their classroom by using the curriculum provided by the lead teacher. They will help lead teacher communicate effectively with parents and other staff to provide important information pertaining to the students.

Qualifications & Abilities:

- *Be at least 18 years of age and have a high school education.
- *Be able to instruct alongside the lead teacher an age appropriate lesson plan.
- *Have a growing and influential relationship with Jesus.
- *Have a commitment to the beliefs, mission and vision of Dallas Bible.
- *Be a nurturing and caring person who has a strong desire to teach children.
- *Be an energetic self-starter, multi-tasker, teachable spirit, and team player.
- *Have strong time management and organizational skills.
- *Have strong written and verbal communication skills.
- *Have a familiarity with computer and internet-based technologies.
- *Have the ability to stoop, kneel, crouch, crawl, lift and/or move up to 30 pounds.

Primary Responsibilities & Tasks:

Leadership and Curriculum Development

- *Arrive at work on time ready and prepared to assist teaching the daily lesson with materials.
- *Be responsible to contact director or assistant director in advance if going to be absent.
- *Dress appropriately for working with preschool children.
- *Attend in-service training and additional training hours to keep up with licensing.
- *Be knowledgeable of the sick child policy, first aid procedures, emergency fire and weather procedures, discipline guidelines, general hygiene procedures and symptoms of child abuse that are detailed in handbook.
- *Keep discipline guidelines which are found in the handbook of the school while also redirecting with positive reinforcement.
- *Help lead teacher impart quality lesson plans, classroom activities, and centers using the provided curriculum.
- *Serve provided daily snack and water while paying close attention to children with food allergies.
- *Supervise children while in classroom and while transitioning with regular headcounts.
- *Always stay in student to teacher ratio and never leave a child or group unsupervised.
- *Keep a clean and attractive classroom while respecting the parameters set by Dallas Bible.
- *Respect all equipment used and follow proper procedures for checking out and returning all supplies in storage area.
- *When lead teacher is out, step into the role of lead teacher.

Child Development and Parent Engagement

- *Greet each child and parent as they enter the classroom.
- *Have a calm demeanor in classroom at all times.
- *Be able to develop and maintain a rapport with students, parents, and staff by treating others with friendliness, dignity, and respect.
- *Help the lead teacher be the communication liaison between the school and the parents, while maintaining the confidentiality of the children, parents, and staff.
- *Help lead teacher maintain records to show each child's progress and development.
- *Help create a quiet and restful environment during the daily required 30-minute rest time.