

**Infant/Explorer Lead Caregiver
Position Description
Hearts and Hands Christian Child Development Center
A ministry of St. Matthew Lutheran Church**

I. PURPOSE

In response to Christ's love, with the Spirit's help, according to the Father's will and for God's glory, the Infant Lead Caregiver will work with Director/Teacher and other staff to develop a Daycare and Preschool ministry to achieve the mission at St. Matthew Lutheran Church.

II. RESPONSIBILITIES and EXPECTATIONS

The Infant/Explorer Lead Caregiver works cooperatively with the Director/Teacher and is responsible for the positive interaction and supervision of children and other staff by providing the following:

A. As a professional at St. Matthew Hearts & Hands the Lead Caregiver will:

1. Cooperate and communicate with the Director/Teacher and other staff.
2. Regularly use educational opportunities for professional growth.
3. Attend events sponsored by Hearts and Hands, in-services, and meetings where your attendance has been requested.
4. Willingly participate in performance appraisals.
5. Maintain a teachable attitude by seeking the counsel of the administrator, colleagues and parents.
6. Maintain confidentiality unless a life is in danger.
7. Be accessible to parents.
8. Be responsive to parents.
9. Maintain a personal appearance that is a role model of cleanliness, modesty, and good taste and in agreement with center policy.
10. Use accepted English in written and oral communication.
11. Represent the center in a favorable, Christian and professional manner.
12. Embrace, and with God's help, evidence the Staff Values.

B. In regards to the spiritual growth of children the Lead Caregiver will:

1. Prayerfully help children gain the knowledge, skills, values and attitudes that will contribute to their development as mature, able and responsible disciples of Jesus Christ.
2. Teach faithfully the Word of God as understood and taught by the Lutheran Church-Missouri Synod.
3. Show the love of Jesus to children.
4. Build children up spiritually.
5. Pray with the children.
6. Follow the age appropriate religion curriculum on lesson plans provided by the Director/Teacher.

C. In regards to interaction and supervision of children the Lead Caregiver will:

1. Be actively involved with children.
2. Be kind, gentle and compassionate.
3. Communicate clearly and use an appropriate tone of voice.
4. Encourage children.
5. Respect each child and treat each child fairly.
6. Ensure their safety by following center procedures for releasing children.
7. Working with the Director/Teacher, use developmentally appropriate and positive methods of discipline.

8. Facilitate children's play and peer interaction.
9. Working with Director/Teacher, help children develop skills to deal with conflict and problem solving.
10. Make sure the Infants/Explorers needs are met in an appropriate amount of time.

D. In regards to assisting the Director/Teacher in implementing a developmentally age appropriate classroom:

1. Apply developmentally appropriate and positive methods of discipline.
2. Meet children's individual needs.
3. Apply the appropriate and consistent daily routine set by Director/Teacher.
4. Follow daily lesson plans in all areas of developmental growth provided by Director/Teacher.
5. Follow through with a child friendly environment set by Director/Teacher.
6. Follow through with teaching self-help skills into the daily program set by the Director/Teacher.

E. In regards to communication with parents the Lead Caregiver will work with Director/Teacher to:

1. Insure all daily reports are filled out completely and are sent home.
2. Follow the system for caregivers to let parents know when their child is out of diapers, wipes, and clothing. etc.
3. Follow the system for recording developmental milestones set by the Director/Teacher.
4. Keep daily lines of communication open with Director/Teacher regarding Parents request on issues or situations that occur with their child.
5. Inform Director/Teacher of any needs parents may have for information regarding stages of development a child may be going through to help parents understand their child's behavior.
6. Follow the system of communication for parents to write down any important information regarding their child's nighttime or morning behavior that could effect their child's day.
7. Keep records of each child's routine.
8. Discuss potential problem behavior with Director/Teacher.
9. Do not engage in gossip that would harm ministry and act against the work of Christ.
10. Correct areas of conflict using Matthew 18 as your guide.

F. In regards to the supervision of caregivers and with guidance from Director/Teacher, the Lead Caregiver will :

1. Make sure ratios are kept at all times.
2. Assure that all children have a positive relationship with primary caregiver.
3. Keep caregivers actively involved with children.
4. Monitor the interaction of caregivers with children.
5. Be a model of appropriate behavior towards children.
6. Make sure all staff follows proper diapering and sanitary procedures.
7. Make sure all staff follows daily routine.
8. Make sure all staff complete daily report sheets.
9. Have a working relationship between staff and if problems exist, use Matthew 18 and advise Director/Teacher.
10. Communicate what needs to be done in classroom and with the children.

G. In regards to communication with Director/Teacher and other caregivers the Lead Caregiver will:

1. Meet with Director/Teacher to communicate the development of each child if necessary.
2. Do not engage in gossip that would harm ministry and act against the work of Christ.

3. Keep Director/Teacher abreast of any problems that may occur.
4. Communicate with Director/Teacher on room or staff needs.

H. In regards to Center Procedures and with guidance from Director/Teacher, it is your responsibility to carry out all adopted procedures to ensure the safety, health and well being of all children and adults in the center.

1. Ensure the safety of all children by maintaining a clean and hazard free environment and maintain state guidelines.
2. Making sure ratio is kept at all times.

III. Desired Qualities

A. The Lead Caregiver Spiritual Maturity should be reflected as follows:

1. Fervent personal devotion, Bible Study and prayer life.
2. The Fruits of the Spirit should be evident.
3. Should openly express the love of Jesus.
4. Be friendly and show a love for all God's children.

B. The Lead Caregivers Spiritual Gifts should include:

1. Teaching
2. Wisdom
3. Helps
4. Caring

C. The Personal Qualities of the Lead Caregiver should be as follows:

1. Be self-motivated and hard working.
2. Have a sense of humor.
3. Be warm, friendly and kind.
4. Be flexible.
5. Show patience with children and adults.
6. Evidence an enthusiastic attitude.

D. The Lead Caregiver should have a Team Spirit reflected as follows:

1. Work cooperatively with Director/Teacher and other caregivers.
2. Fully embrace St. Matthew Lutheran Church and Development Center's Vision Statement.
3. Embrace and, with God's help, evidence the Staff Values (listed on the following Page).
4. Attend ongoing in-service training and team meetings.
5. Teach and speak supportively of St. Matthew Lutheran Church and its beliefs.

E. The Lead Caregiver should have the following qualifications:

1. Have High School diploma with no less than six semester hours in ECD along with experience in an Infant/Toddler program.
2. Must be 19 years of age.
3. Show an understanding of child development.
4. Have basic knowledge of the rules and regulations set forth by the State of Michigan Child Daycare Licensing Division of the Department of Consumer and Industry.
5. Have current Infant/Child CPR and First Aid.

Mission Statement

St. Matthew Lutheran Church exists to make disciples who share Jesus with others

Vision Statement- adopted 9/5/24

As God directs and enables us, in the next ten years we will help thousands of people grow deeper in relationship with Jesus through reflective study of His Word and become whole-heartedly committed to Him. We will do this through in-depth study of the Bible, vibrant life groups, families growing in God's Word, and personal daily devotions that feed the soul.

We will increasingly look for ways to share His love in relationships with others: members, our families, community and strategically chosen places around the world with the result that God will use us to urgently rescue people from a broken life now and hell-bound eternity to a God-shaped life now and forever. We will do this through equipping members for witnessing, offering need-meeting ministries, engaging in strategic missions, and providing external communication.

Core Values

God has called St. Matthew Lutheran Church to:

- 1. **Believe** in Jesus as the only Savior
(John 14:6; Acts 4:10-12)*
- 2. **Live** as a Bible-based and Spirit-led people
(John 16:13; 2 Timothy 3:16-17; Acts 2:38-39)*
- 3. **Worship** God together
(Colossians 3:16; Hebrews 10:24-25)*
- 4. **Share** the love of Jesus
(Matthew 28:18-20; Acts 1:8)*
- 5. **Grow** closer to and more like Jesus
(Romans 12:1-2; Titus 2:11-14)*
- 6. **Serve** God with our gifts
(Romans 12:4-8; 1 Timothy 6:17-19)*
- 7. **Love** one another in caring communities
(1 Corinthians 13; Ephesians 4:15-16)*
- 8. **Pass** Jesus on to the next generation
(Deuteronomy 6:6-9; Proverbs 22:6)*

Wixom Ministry Purpose

The purpose of the Wixom ministry is to more effectively reach and disciple the pre-Christian, especially young singles, couples and their families in the Wixom area. While all (regardless of age or religious background) will be warmly welcomed, the Wixom ministry is specially designed to reach and disciple those who do not yet have a vital, growing relationship with Jesus.

Hearts and Hands Child Development Center Mission Statement

To help parents in the Wixom area by providing loving, quality childcare, preschool and latchkey and by helping them to lead their children to have a growing relationship with Jesus. The Center will also offer a variety of family and parenting resources and a number of activities that will help connect families to the St. Matthew Community.

St. Matthew Lutheran Church
Staff Values

One

Lead a spiritually surrendered life

Moved by God's love in Christ, bring the gift of a self that is teachable and yielded to the Holy Spirit.

Approach your work and your life with
Spirit-controlled hearts.

1 Tim.4:7; 2 Cor.5:14-15; Rom.8:5-6; 1 Cor.4:1-2

Two

Maintain an infectious, optimistic, and
enthusiastic attitude

Ask the people with whom you work,
"What can I do to help you?"

Expect to be a team player who has the best
interests of the team at heart.

Deut.20:8; 1 Thess.5:11; Phil.2:1-5

Three

Engage coworkers in honest communication

Let's not allow things to go underground. Conflict
resolution and meaningful communication must take place in an environment of
openness

and truth telling

with courtesy and sensitivity.

Eph.4:25, 29

Four

Approach your work with intensity

Maintain a fervent and dedicated spirit that perseveres in the midst of difficulty.

Put your hand to the plow and don't look back!

Do all you can heartily and serve the Lord with fortitude.

Col.3:23-24; Phil.3:13-14

Five

Honor and value volunteers

Motivate and encourage the lay people around you by giving them words
of encouragement and appreciation whenever you have an opportunity.

Write the note, make the call, give the gift that says,

"You and your ministry matter to God!"

1 Pet.2:17; Phil.1:3-6

Six

Keep one eye on eternity

Don't lose the big picture and God's ultimate desire and plan for the world, the church,

your life and your ministry. Remember why you're in this.

1 Cor.15:58; Jer.29:11; Acts 20:24

Seven

Get on your knees

Pray for God's supernatural intervention in the life of this church, your family, your

ministry and your personal walk with Jesus.

Humble yourself before God and expect Him to do great things as you seek to serve Him

with all your might.

1 Thess.5:17; 1 Pet.5:6-7; Matt.21:21-22

Date _____

Signature of Lead Caregiver_____

Signature of Director/Teacher-St. Matthew Lutheran Church-Wixom Child Development Center _____

Updated 9/5/24

Your signature indicates that you are willing to accept the responsibilities of the position and the core values of St. Matthew Lutheran Church and the Mission of Hearts and Hands Christian Child Development Center.