

# **Linglestown Christian Nursery School**

## **Administrative Staff Ministry Specifications**

### **General Purpose:**

The role of the Christian Nursery School Administrative staff person is to support the Nursery School in the office, in the classroom and with families, providing a nurturing, safe and loving Christian environment where Christian values are modeled and taught.

### **Professional Dispositions:**

- Demonstrates responsible professional and personal habits while working and interacting with others
- Appreciates and supports the unique and vital role of parents and families in their children's lives
- Is eager to learn new knowledge and skills that will support the administrative needs of the school
- Models spiritual attitudes and behaviors to the families and children
- Respects the diversity in the world around them
- Demonstrates willingness to ask for help, learn from others, accept constructive criticism and accept responsibility for their own actions
- Shows respect for children, families, and colleagues by maintaining confidentiality
- Responds to challenges and changes with flexibility, perseverance and cooperation while regulating their own emotions
- Has knowledge of technology appropriate to the position

### **Personal Dispositions:**

- Communicates clearly, respectfully and effectively with children and adults
- Exhibits evidence of a maturing faith in Jesus Christ and a willingness and confidence in sharing that faith with others, showing by example the importance of worship, Scripture study, prayer and service
- Believes that the Bible is God's Word and standard for faith and daily living and is in agreement with the school's Statement of Faith
- Has a willingness to invest oneself in the growth of the Nursery School, viewing this as a ministry as well as a paid position
- Possesses and maintain the highest Christian moral and ethical standards
- Demonstrates the "Fruits of the Spirit"
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and is agreement with school policy

**Educational Requirements for Christian Nursery School Director:**

- Have a minimum of 5 years of teaching experience
- Bachelor's degree in Early Childhood or Elementary Education or higher

**Educational Requirements for Christian Administrative Staff:**

- Preferred: An Associate's degree in Early Childhood Education or related field  
OR;
- Minimum: A high school diploma or general education development certificate  
AND;
- Have 2 years of administrative experience

**Physical Abilities:**

- Have the ability to hear the conversational voice, with or without a hearing aid
- Have the ability to speak and be understood under normal circumstances
- Have the ability to see and read newsprint, with or without corrective lenses
- Be able to lift and carry children and other items weighing up to 30 pounds
- Have the use of arms, hands, legs and feet, with or without corrective devices, to accomplish the job, including evacuation of the building during emergencies

**Other Requirements Upon Offer of a Position:**

- Provide a negative response record to Tuberculosis and provide an Initial Health Evaluation
- Provide a PA State Police Criminal Record Check, PA Child Abuse History Clearance and FBI fingerprint Record Check less than 1 year old
- Provide current documentation of US citizenship or eligibility to work in the USA

**Type of Position:**

Administrative Staff: non-exempt, hourly, part-time  
Director: exempt, salary, full-time

**Length of Service:**

Office Staff are hired annually for the upcoming school year.

**Infrastructure Reporting:**

Office Staff reports directly to the Nursery School director.  
Director reports directly to the Lead Pastor.