

# GLORIA DEI LUTHERAN CHURCH DAY ONE CHRISTIAN ACADEMY - EDUCATOR

## **Mission Statement:**

Helping one another live life with Jesus every day.

**Description:** *The Day One Christian Academy (DOCA) Educator contributes to our mission by fostering a culture of discipleship that results in support of increased sending capacity beyond Gloria Dei. The DOCA Educator is responsible for the supervision, implementation of a quality curriculum that is progressive and developmentally appropriate and have a love for children. The DOCA Educator is expected to lead a professional and personal life that does not violate the teachings and beliefs of the Lutheran Church Missouri Synod on matters of personal conduct, so their daily life gives witness to a lifestyle that supports our Christian witness within our organization and to the world.*

## **Duties**

1. Model a lifestyle, which is seeking to grow as a fully devoted follower of Jesus Christ.
2. Teach children faith according to the Word of God.
3. Supervise, manage, and ensure the safety and well-being of each child.
4. Capable of holding and lifting a child of approximately 30 pounds as needed for comfort and diapering needs.
5. Implement a Christ-Centered curriculum that meets or exceeds current educational standards.
6. Support curriculum development through lesson plans geared to the needs of the individual children.
7. Purposefully plan a play-centered learning environment to focus on all aspects of child development.
8. Provide ongoing evaluation needed to assess the developmental levels of the children.
9. Communicate with parents and Day One administrators as required in a timely manner.
10. Assist Administrative Assistant with preparation of presentations and supporting materials.
11. Prioritize a classroom environment conducive to learning, health and safety.
12. Maintain an inventory of materials and resources utilized in classroom.
13. Provide written schedules and guidelines for substitutes.
14. Recruit, equip and utilize volunteers in the classroom.
15. Create a school year memory book for children enrolled in the preschool class.
16. Complete training and follow regulations as required by Texas Child Care Licensing.
17. Cooperate with all those using a shared space.
18. Attend and provide support in Gloria Dei Lutheran Church and Day One Christian Academy events as needed and mutually agreed.

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This hourly position is non-rostered, non-exempt, 40 hours per week and reports directly to the Director of Day One Christian Academy. The normal workweek is Monday through Friday. Because of the nature of this ministry, flexibility in scheduling is required. For further information, contact Beth Koerber, Chief of Staff and Operations at [bkoerber@gdlc.org](mailto:bkoerber@gdlc.org), or Gloria Dei Lutheran Church, 18220 Upper Bay Road, Houston, TX 77058. Phone 281-333-4535.