

CHRIST'S CHURCH OF THE VALLEY	Management System – Job Description
	OP6001-F021 Associate Director, Elementary Division Revision: B
	Page 1 of 1

General Description

The Associate Director, Elementary Division is responsible for leadership and direction of the elementary division of Valley Kids. This includes volunteer recruitment, training, and development; management and direction of elementary classrooms; lead teaching and coaching of lead teachers; and curriculum selection and preparation.

Essential Job Functions

1. Lead a team of volunteers in the management and direction of elementary division classrooms and special events.
2. Direct and support elementary division classrooms in preparation for and during weekly church services.
3. Continuously recruit, train, and develop volunteers to staff elementary classrooms and special events.
4. Create, maintain, and distribute volunteer schedules as needed to ensure classrooms are appropriately staffed based on classroom size and growth potential.
5. Routinely function as lead teacher in the classroom, setting an example for others to follow as they develop their own lead teaching skills and methods.
6. Identify and develop lead teaching passion and skills in others to ensure elementary division staff is always available for the church's next growth milestone.
7. Participate in the identification of curriculum and adapt it for use in elementary division classrooms.
8. Direct the development of teaching materials, using Powerpoint and other artistic tools and applications, as needed for weekly services.
9. With support from the Arts Department, supervise and coach technical arts volunteers as needed to produce weekly services.
10. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 3 to 5 years experience as an elementary school teacher and/or church staff leader in children's ministry. Possession of a teaching or related degree is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic as well as a passion for teaching children about God and developing them spiritually. A working knowledge of Powerpoint and other classroom production tools is preferred.

Position Structure and Level

Grade: TBD
 Reporting: This position reports to the Director of Valley Kids.
 Organization: Valley Kids Department