

# Bible School Job descriptions

- **Kings Kids Director (Bible School Leadership Staff)**

- Oversees all aspects of Kings Kids Service including technology, music, program, curriculum, check ins and supplies.
- Ensures all positions on schedule are filled on a weekly basis.
- Fills in as substitute or finds a substitute for all positions as needed.
- Handles all unexpected issues to ensure King's Kids program runs as smoothly as possible.
- Ensures teachers have all print outs and supplies needed for service.
- Leads the teacher rally.
- Handles any issues dealing with discipline or parent involvement.
- Communicates with Bro. Isai Garcia regarding Kings Kids and/Or midweek program

- **Kings Kids Admin (Bible School Leadership Staff)**

- Oversees Kings Kids Sunday Service including technology, music, program, and check ins.
- Ensures all positions on schedule are filled on a scheduled Sunday.
- Fills in as substitute or finds a substitute for all positions as needed.
- Handles all unexpected issues to ensure the king's kids program runs as smoothly as possible.
- Ensures teachers have all print outs and supplies needed for service.
- Leads the teacher rally.

- **Check-ins Lead**

- Arrives to set up 30 min prior to service start time.
- Sets up check in station, device, and Dymo printer.
- Checks in students using check in system beginning 15 minutes prior to service start time.
- Assists in the training of any new Check-ins Assistants.
- Remains at station throughout service to check in late arrivals and check out early pick-ups.
- Assists classroom with bathroom breaks for children. (when needed)
- Runs check outs to ensure 100% check-outs.
- After check outs is complete, attends teacher rally.
- Puts away all materials and facilitates the break down of the check in station. (laptop and Dymo can be put away shortly after check-ins, they are not needed for check-outs).

### ▪ **Check-in Assistant**

- Arrives 20 min prior to service to check themselves in and begin assisting check ins process.
- During peak check in time 15 min prior to service start time until 15 minutes post service start time assists Check-in Lead to check in students.
- Returns to check in station final 15 minutes of service to assist in check-outs until all students are checked out.
- As Check-ins Lead checks children out of system, Check-ins Assistant is responsible to collect child and bring them to parent.
- After check-outs is complete, attends teacher rally
- Assists the lead to put away all materials and break down the check in station.

### ▪ **Kings Kids Media Assistant (ideally a Junior or Admin)**

- Sets up projector/TV and laptop before 1<sup>st</sup> service or uncovers projector before 2<sup>nd</sup> service.
- Prepares laptop with video for the day and any media or YouTube videos that may be used on a particular day.
- Is readily available to fix any media issues.
- Attends teachers rally.
- Covers projector after 1<sup>st</sup> service or breaks down and puts away all materials after 2<sup>nd</sup> service.

### ▪ **Kings Kids Opening**

- Using kidssundayschool.com curriculum and other engaging resources, facilitates opening for kings' kids.
- Prepares "as kids arrive" activity and opening prayer using kidssundayschool.com.
- Choses at least 2 interactive praise/worship videos and sends them to scheduled admin to be uploaded to PCO schedule .
- Leads worship service by motivating and engaging children in worship using online service platform and interactive videos.
- Assists other teachers for the remainder of class by motivating and encouraging students to actively participate in service.
- Attends teachers rally.

### ▪ **Kings Kids Classwork**

- Before main lesson: Selects a memory verse video and sends it to the admin to be played while facilitating passing out of snack (provided)
- Using kidssundayschool.com curriculum and other resources teaches the weekly memory verse.
- Selects supporting content video and sends it to the admin to be played after main lesson.
- Using kidssundayschool.com and other resources, teaches the class exercise.
- When not teaching, Assists other teachers by motivating and encouraging students to actively participate in service.
- Attends teachers rally.

### ▪ **Main Lesson**

- Selects supporting content video and sends it to the admin to be played prior to scripture reading and discussion.
- Using kidssundayschool.com reviews the scripture reading and discussion portion of the curriculum with the class.
- When not leading the class, Assists other teachers by motivating and encouraging students to actively participate in service
- Attends teachers rally.

### ▪ **Closing**

- Using kidssundayschool.com curriculum, facilitates closing.
- Leads the weekly application and closing prayer.
- Passes out the take home page for kids to take home to their parents.
- Selects a content video and sends it to admin and/or prepares additional games in case of an extended service.
- Attends the teachers rally.

### ▪ **Snack Provider**

- Provides single packaged snack and juice for 20-40 students every 1-2 months

## ● **Midweek Merge Director (Bible School Leadership Staff)**

- Oversees all aspects of Midweek Service including technology, music, program, curriculum, check ins and supplies.
- Ensures all positions on schedule are filled on a weekly basis.
- Fills in as substitute or finds a substitute for all positions as needed.

- o Handles all unexpected problems to ensure the midweek merge program runs as smoothly as possible.
- o Ensures teachers and preachers have all print outs and supplies needed for service.
- o Schedules and Leads the teacher meetings
- o Handles any issues dealing with discipline or parent involvement.
- o Communicates with Bro. Isai Garcia regarding Kings Kids and/Or midweek program

- **Midweek Lead Teacher**

- Prepares midweek lesson
- Coordinates with and directs assistant teachers
- Collaborates on curriculum with other lead teachers and Director
- Communicates with Bro. Isai Garcia regarding Kings Kids and/Or midweek program
- All Materials Provided

- **Midweek Assistant Teacher**

- Assists lead teacher with classroom management
- Helps set up class and keep children organized
- Assists in craft preparation
- Helps with bathroom trips

- **Midweek Substitute Teacher**

- Fills in for assistant or lead teacher as needed
- Curriculum or lesson plan will be provided

- **Midweek Check ins**

- Set up Check ins station and printer
- check in all students from Pre-K to 3rd grade and direct them to their respective class.