

First Christian Church (Disciples of Christ)
Hagerstown, Maryland
Northern Cross Learning Center (NCLC) – Teacher Job Description

Position: Early Childhood Teacher

Position Type: Part-time position (average 9-12 hours per week, Sept - May)

Reports to : Director, Northern Cross Learning Center

Approved by Personnel Team on:

Position Summary

The Early Childhood Teacher at Northern Cross Learning Center supports the mission of First Christian Church (FCC) by providing a safe, nurturing, and developmentally appropriate learning environment for young children. Teachers play an important role in modeling kindness, respect, and positive character while supporting each child's academic, social-emotional, physical, and spiritual growth. This position partners with families, staff, and leadership to provide high-quality, play-based learning in compliance with Maryland childcare licensing regulations. NCLC actively supports continuing education and certification achievement.

Essential Responsibilities

- Provide consistent supervision and care for children ages 2–4
- Create a warm, structured, and supportive classroom environment
- Implement developmentally appropriate, play-based learning experiences
- Support curriculum goals using Experience Early Learning and Orange Curriculum resources
- Model positive character traits including kindness, patience, and respect
- Observe and document children's developmental progress
- Maintain daily classroom routines, transitions, and expectations
- Support children's independence, self-help, and social-emotional development
- Communicate professionally and respectfully with families
- Maintain confidentiality regarding children, families, and staff
- Collaborate with co-teachers, the Director, and church staff as needed
- Maintain health, safety, and supervision standards at all times
- Follow all policies of NCLC, FCC, and Maryland
- COMAR regulations
- Assist with classroom coverage as needed to ensure required staffing ratios are met
- Represent NCLC and FCC in a positive and professional manner

Minimum Qualifications

- Minimum 18 years of age
- High school diploma or GED required
- Experience working with young children preferred
- Dependable, flexible, and team-oriented
- Strong communication and organizational skills
- Ability to maintain professionalism and confidentiality
- Commitment to supporting the mission and values of Northern Cross Learning Center
- Applicants must meet **Maryland Office of Child Care (OCC) requirements.**

Qualified Teacher Requirement (Maryland OCC)

To be counted in staffing ratio as a **qualified classroom teacher**, applicants must meet the minimum Maryland Office of Child Care (OCC) requirements, which include one of the following:

- Completion of a minimum of 90 clock hours in Early Childhood Education, or
- Child Development Associate (CDA) credential, or
- Associate's or Bachelor's degree in Early Childhood Education or a related field
- Documentation verifying qualification status will be required.

Required Training & Certifications

All staff must complete or maintain the following in accordance with Maryland licensing and church policy:

- Maryland Child Care Credential (minimum Level 1)
- Basic Health & Safety Training
- CPR/First Aid and AED (including pediatric)
- Child Abuse and Neglect Reporting Training
- Emergency Preparedness Training
- Medication Administration (if applicable)
- Annual continuing education hours as required by OCC
- Background check clearance as required by Maryland OCC and First Christian Church
- *Support and guidance with required training may be provided.*

Work Schedule

This position is a part-time, school-year role, working approximately 9–12 hours per week from September through May. Specific days and hours may vary based on classroom needs and enrollment. Flexibility is important to support staffing coverage and maintain required ratios.