

Diocese of Nashville

<https://dioceseofnashville.com/job/nursery-maternity-substitute-part-time-december-february/>

Nursery Maternity Substitute (Part-Time, December-February)

Description

Salary

Starting at \$17/hr

Supervisor

KHA Administration

Time Commitment

8:30am-3:45pm on Mondays and Thursdays.

Estimated Start and End Dates

Shadowing December 14th and 18th, 2026 and childcare January 7th-February 11th, 2027.

Responsibilities

- Implements all school nursery policies
- Implements any direction given by administration to nursery
- Organizes nursery to best fit the needs of the babies
- Changes diapers and outfits as needed
- Oversees snack and meal time for babies and follows nursery food policies
- Manages nap time routines for babies
- Takes babies outside for recess and outdoor time
- Communicates with administration and mothers when babies need to nurse or are in need of their mothers
- Ensures adult-to-child ratios are properly met at all times
- Submits daily electronic nursery forms to parents regarding babies' naps, meals, diaper changes, etc.
- Communicates with parents when necessary
- Sends weekly email update to parents
- Assists potty trained children as needed with using the restroom following safe environment standards and protocols

Education Requirements

Hiring organization

Koinonia Hybrid Academy

Job Location

Nashville, TN

Date posted

July 7, 2026

Valid through

09.10.2026

Interested candidates may apply by [filling out the form here](#). Questions can be sent to info@koinoniahybrid.org.

None

Experience Requirements

Experience in a daycare setting preferred.

How to Apply

Interested candidates may apply by [filling out the form here.](#)

Questions can be sent to info@koinoniahybrid.org.