**The Presbyterian Church of Jackson Hole**

**Position Description:**

**PCJH Little Lambs Lead Teacher**

**Hourly up to 32 hours per week throughout the academic school year**

**(updated 5/13/09; 8/7/13; 7/24/17)**

1. **Title:** Little Lambs Lead Teacher
2. **Summary and Purpose of the Position**

This position exists to Pass on the Faith with the assistance of the Holy Spirit and the Christians at PCJH to develop disciples of Jesus Christ among the preschool and their families that God draws to us. The Teacher of Little Lambs within Christian Education (CE) ministries is responsible for ensuring the smoothly functioning program and ministry of their Little Lambs classroom within the Presbyterian Church of Jackson Hole, including its theology and practices.

The Teacher is the primary, frontline staff, with whom these defined populations will interact, creating an environment that is inviting to all who pass through on a daily basis. This requires the ability to graciously handle unexpected or difficult situations with a positive attitude and to value the diversity of skills and unique gifts of each individual. A spirit of teamwork and a positive attitude are essential. A genuine and biblical servant attitude is beneficial.

The Teacher will implement the Little Lambs Preschool ministry including teaching details required within the scope and vision as defined by the Little Lambs Director, and communication both within the organization and with families, in conjunction with CE staff.

The Teacher will report to the Little Lambs Director and will collaborate with the Associate Pastor, fellow Little Lambs staff, and other CE staff and key volunteers in Passing on the Faith.

1. **Qualifications**

A passion for the Gospel and strong relational and teaching skills (realizing that faith is primarily formed through personal, trusted relationships);

A love of God through Jesus Christ, demonstrating maturity in a faith journey;

Believes in and supports the vision and mission of PCJH:

A minimum of a Bachelor’s degree, teaching certificate, or comparable experience in education and program implementation. At least one year teaching preschool experience required.

Presents a positive impression through written, verbal and relational skills;

Able to work well with others and be team player;

Demonstrates flexibility, organizational and interpersonal skills;

Computer skills beneficial;

Able to multi-task and manage teaching details;

Able to maintain confidential information and discretion at all times;

Exhibits attention to time schedules, details and quality;

A clear background check; impeccable references.

1. **Responsibilities**

Personal, spiritual and professional development;

1. Program Development

The Teacher will develop and implement curriculum from the Wyoming Early Childhood Readiness Standards to promote high quality educational experiences for the spiritual, academic and social development of the preschool children and their families, working within national and state licensing standards. Work is performed with considerable independence using established component plans and resource materials, and is within the procedures, regulations and vision of the program as set forth by the Little Lambs Director and CE and pastoral staff.

Implementation occurs in collaboration with teachers, assistants, pastoral and CE staff. Inform assistants and substitutes with daily schedule and allocate duties appropriately.

Manage classroom program, including: set-up, take-down, volunteers and staff, transportation, material preparation, attendance, room assignments, logistics, scheduling room use with Buildings and Grounds and van use with PCJH and CE staff, and other duties as assigned, in coordination with other teachers and Little Lambs Director. Maintain a clean and orderly physical environment conducive to the optimal growth and development of children.

Establish and maintain positive working relationships with parents/caregivers to partner home and congregation. Promote consistent exchange of information in all directions.

Oversee, train, direct, recognize and appreciate all substitutes and volunteers related to Little Lambs ministry in cooperation with the CE staff.

Evaluate student educational, behavioral and developmental performance; document and work with Little Lambs Director and families for issue resolution.

Participate in best state practices, including education, fire drills, health and WY State DFS inspections, etc. Ensure program compliance within performance standards, codes of all State and local licensing agencies, any grant requirements; provide all necessary documentation to demonstrate compliance.

Conduct parents/teacher conferences as required by the program.

Provide emergency medical care for children and document within church and state standards accordingly.

Collaborate with LL Director to operate within budget guidelines.

Other duties as assigned or needed.

1. Administrative Responsibilities

Participate in professional development activities and courses. Responsible for maintaining STARS training hours, (16 credit hours total per year, with annual training requirements in: Blood Borne Pathogens, Fire Safety, Sanitation, Recognition and Reporting of Child Abuse and Neglect, Emergency Preparedness and Response for Emergencies, Sudden Infant Death Syndrome (SIDS), Safe Sleep, Shaken Baby Syndrome, Transporting and 8 elective credits in the area of early learning, early childhood, and/or child development).

Clerical and Receptionist duties: regularly check email and correspond with parents, student files and communicate with Little Lambs Director when supplies are needed. Assist to gather and maintain necessary paperwork for students as needed.

Implement Little Lambs’ vision, policies, procedures, calendars, curricula as directed by Little Lambs Director, as outlined in the parent/student and employee handbooks.

1. Communication Responsibilities

Develop and distribute written and verbal communication for Little Lambs program with families and colleagues in collaboration with LL Director.

1. **Supervision**

Under the direct Supervision of the LL Director, who reports to the Associate Pastor.

1. **Accountability**

The Little Lambs teacher agrees to abide by the personnel policies as adopted by Session.

As with all staff, the LL teacher is accountable to Jesus Christ, Head of the Church, and to the Session of PCJH through its Personnel Team.

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Employee Date