**The Presbyterian Church of Jackson Hole**

**Position Description:**

**PCJH Little Lambs Teaching Assistant**

**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 Teaching Assistant
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 Little Lambs Teaching Assistant (TA) 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 TA is one of 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 TA will implement the Little Lambs Preschool ministry including teaching details required within the scope and vision as defined by the lead teachers, Little Lambs Director, and communication both within the organization and with families, in conjunction with CE staff.

The TA will report to the lead teacher and Little Lambs Director.

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 an Associate’s Degree, and one year preschool experience, or comparable 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 TA will assist in tailoring 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, as developed by the lead teachers. Work is performed within the procedures, regulations and vision of the program as set forth by the lead teachers, Little Lambs Director and CE and pastoral staff.

Implementation occurs in collaboration with teachers, assistants, volunteers.

Assist with maintaining a clean and orderly physical environment conducive to the optimal growth and development of children.

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

Assist lead teachers in evaluating student educational, behavioral and developmental performance.

Participate in best state practices, including education, fire drills, health and WY State DFS inspections, etc. as directed by lead teachers and LL Director.

Respond appropriately to emergency medical care situations.

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; Assist to gather and maintain necessary paperwork for students, lead teachers, substitutes and volunteers as needed.

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

1. Communication Responsibilities

Maintain appropriate verbal communication for Little Lambs program with families and colleagues in collaboration with lead teachers, LL Director and CE staff.

1. **Supervision**

Under the direct supervision of the lead teachers and the LL Director.

1. **Accountability**

The TA 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