

The Presbyterian Church of Jackson Hole

Position Description:

Little Lambs **Part-Time Teacher & Support Staff**

Hourly up to 35 hours per week for the School Year
(updated September 2026)

A. Title: Little Lambs Teacher & Support Staff
Infant/Toddler Classroom Tuesdays & Thursdays

B. Summary and Purpose of the Position

Our hope is to see lives being transformed in Jesus Christ as we live out our mission to be a community rooted in Christ and reaching out in love. This Part-Time Teacher position of Little Lambs is responsible for practicing the mission of PCJH within their classroom setting and among the students in their care.

The Lead Teacher will implement the Little Lambs Preschool Ministry vision and mission. **Your primary role is ensuring that all children feel loved and safe in your care.** In addition, this includes teaching details required within the scope and vision as defined by the Little Lambs Director, and communication both within the organization and with families. This involves 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.

Little Lambs Teachers will report to the Little Lambs Director and will cooperate with the Associate Pastor, fellow Little Lambs staff, and other PCJH staff and key volunteers.

C. Qualifications

- Ideally the Lead Teacher has a passion for the gospel. At minimum, teachers must demonstrate Christian values, behaviors and lifestyle.
- Believes in and supports the vision and mission of PCJH;

Vision: To see lives being transformed in Jesus Christ

Mission: To be a community, rooted in Christ, reaching out in love.

- A minimum of a bachelor's degree, teaching certificate, or comparable experience in education and program implementation. At least one year teaching children experience required, preschool setting preferable;

- 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 multitask 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;
- Able to comply with the state of Wyoming's expectation to meet or exceed 16 STARS credits per bi-annual licensing year.

D. Responsibilities

Personal, spiritual and professional development;

1) Program Development

The Lead Teacher will implement the curriculum given to them from the Director which reflects 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 lesson plans and resource materials, and is within the procedures, regulations and vision of the program as set forth by the Little Lambs Director and PCJH pastoral staff.

“Support staff’s” primary role is to assist Lead Teachers in their classrooms throughout the day, which can include individual student support, going on field trips, relieving them for bathroom breaks, and other support as requested. Other support roles will include helping the Director and Administrative Assistant with paper work, setting up the art room, and other support as assigned. As time allows, you may work on portfolios and planning for your classroom teaching days.

Implementation occurs in collaboration with Little Lambs teachers and assistants.

Inform assistants and substitutes with daily schedules and allocate duties appropriately.

Manage classroom environment, including set-up, take-down, volunteers and staff, transportation, material preparation, attendance, room assignments, logistics, scheduling room

use and van use with the Little Lambs Director, and other duties as assigned, in coordination with other teachers and the Little Lambs Director. Before the school year begins, cleaning and preparation for Back to School Night as well as post-year clean up and organization are also included. Maintain a clean and orderly physical environment conducive to the optimal growth and development of children. Clutter and chaos are not conducive to best learning practices.

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

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 Wyo 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.

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

Collaborate with the Director to operate within budget guidelines.

Other duties as assigned or needed.

2) Administrative Responsibilities

Participate in professional development activities and courses. Responsible for maintaining ECARES training hours - 12 credit hours total per year in the area of early learning, early childhood, and/or child development;

Every 2 years: Pediatric and adult first aid and pediatric and adult cardiopulmonary resuscitation (CPR); and 8 hours of online classes (as part of 12 overall hours) including Emergency preparedness; Building and physical premises safety; Sanitation; Prevention of sudden infant death syndrome (SIDS) and the use of safe sleeping practices; Infectious disease control; child abuse and neglect; Recognition reporting of suspected and prevention of shaken baby syndrome; Prevention of abusive head trauma and child maltreatment; Prevention and response to food and other allergic reactions; Transportation safety; Wyoming Early Learning Standards. If directed by Little Lambs Director, you will also take Medication administration training.

Clerical and Receptionist duties: Assist with incoming Little Lambs phone calls, mail, office traffic, files, scholastic book orders and supplies as needed. Assist the Director and/or Administrative Assistant with necessary paperwork for students and other jobs as assigned and needed.

Create and add to individual student portfolios (in your class) throughout the school year.

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

E. Communication & Responsibilities

Develop and/or distribute written and verbal and electronic communication for Little Lambs program with families and colleagues in collaboration with LL Director and PCJH Staff.

F. Supervision

Under the direct Supervision of the Little Lambs Director, who reports to the Associate Pastor of PCJH.

G. Accountability

The Little Lambs Teacher agrees to abide by the Wyoming state licensing rules as well as the personnel policies as adopted by PCJH 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.

Employee Signature

Date

Employee Printed Name