

# Teaching Support Staff

**Reports to:** Director of Special Connections, Adult Day Training Program Coordinator  
**Effective:** 01/2018  
**Status:** Part Time  
**FLSA:** Non-Exempt

## Job Summary

Teaching Support Staff will provide direct care and educational support to up to six adult students. The coordinator will effectively interact with participants, volunteers, parents and caregivers to offer the Help and Hope of Christ. The Teaching Support Staff member will work strategically with the Director of Special Connections and the Adult Day Training Program Coordinator to create an excellent educational, social, and spiritual environment. He or she will work cooperatively with staff and volunteers at St. James to ensure that this program is integrated into the life fabric of our church and is in concert with the mission and ministry of St. James United Methodist Church.

## Required Functions

- Manage the daily functions of St. James' Adult Day Training Program.
- Work diligently and creatively to implement student's individual education plans.
- Cultivate an environment that attracts individuals with disabilities to participate fully in the Body of Christ.
- Provide leadership, resources, and support for volunteers.
- Inform Director of Special Connections of all incidents and emergencies at center in a timely fashion in accordance with the United Methodist Guidelines for the protection of children and vulnerable adults.
- Devote your personal and professional life to being an example of what it means to follow Jesus Christ and walk in His grace.
- Assist students with daily activities (e.g. eating, using the toilet, maintaining good hygiene).

## Other Responsibilities

- Meet occasionally with the Director of Special Connections and/or the Adult Day Training Program Coordinator.
- Partner with other ministries within St James UMC to form a cohesive ministry unit.
- Acquire and maintain certification in first aid and CPR.
- Collaborate with Director of Special Connections to determine two continuing education experiences each year.

## Minimum Qualifications

- At least one year of job experience working with adults with intellectual and developmental disabilities, preferably in an educational environment.
- A demonstrated love for people and a passion for reaching people for Jesus Christ.
- Strong commitment to the Christian faith.

- Willing to be a contributing part of the St. James UMC staff, adhere to Staff Policies and Statement of Ethics, be loyal to the church leadership and to be faithful to St. James UMC vision, values and mission.
- Familiarity and understanding with the multi-layered needs within the disability community and ability to practically translate that into effective ministry for individuals and their families.
- Computer literate, able to proficiently use Microsoft Office (Outlook, Word, Excel, Powerpoint).
- Ability to pass and maintain a Level 2 background screening.
- Must be able to adapt to a variety of teaching methods, situations, and behaviors with students with a wide range of cognitive and physical disabilities.

### **Physical Requirements**

- Able to participate in ministry programs that may require physical intervention due to behavioral concerns/safety of participants.
- Able to lift 50lbs.
- Able to meet people in public settings for potentially lengthy periods of time.
- Able to stand and or sit for at least 4 hours at a time.

### **Core Competencies**

- Ability to organize and manage a classroom.
- Servant Leadership
- Self-starter; intrinsically motivated
- Strong interpersonal skills
  - Team player
  - Able Connector and Relational Communicator
- Ability to multi-task
- Integrity; track-record of trustworthiness
- Humble, Approachable, Relational.