

First Parish in Lincoln
Religious Education
14 Bedford Road
Lincoln, MA 01773
781-259-8118

Sunday Morning Classroom Assistant

Scope and Hourly Wage - 2018-2019

Eight Sunday mornings from 9:30am to 11:30am during the regular religious education class times in the fall and spring.

- ~~Fall: September through November including September 16, 23, 30; October 14, 21, 28; November 4, 18~~
- Spring: March through June - including March 24, 31; April 7, 28; May 5, 12, 19; June 2, 9*

(*Intergenerational service: attendance is optional. Also note, there are no regular RE classes on long weekends or during weekends on either end of a school vacation week.)

This position reports directly to the Director of Religious Education with input from the adult volunteer lead teachers. Students who work in the Nursery will also report to the paid nursery care professional.

Job Description

The religious education program at First Parish in Lincoln is in need of teaching assistants to help with the general supervision and management of students on Sunday mornings. Teaching assistants support volunteer, adult, teachers by helping to prepare and supervise activities in the classroom and working with children on an individual, small group or whole class basis. The adult, volunteer teacher will be responsible for leading the daily lesson and will direct the assistant with what help is needed. Often, during class time, the assistant teacher is observing, ready to help as needed.

The successful candidates will be ready to work with all students to promote educational, social and emotional development. The ideal applicant will be caring, patient and understanding. The teaching assistant must be attentive to the unique needs of each student and be able to identify proper solutions when students encounter issues. You should have strong interpersonal skills, as you'll be collaborating with other teachers, working with students and talking to families.

Responsibilities

On Sundays, arrive at the Parish House (across from Bemis Hall) half an hour BEFORE church starts (9:30am) to meet with the teacher, help set up the classroom space for the day's lesson, retrieve the snack and water, and generally prepare for the children. Once the classroom is ready...

Most Sundays, children will begin in the Sanctuary (across from the library) and walk up the hill after the Time for All Ages. Teacher Assistants will be in the Sanctuary at 10:00am for the beginning of the service and to escort students as they safely walk up the hill to the Parish House.

Some Sundays, the children will begin in the Parish House (across from Bemis Hall) and begin in a Children's Chapel service before class. You may be asked to help with this set up. You will attend Children Chapel at 10:00am and then escort your class to their classroom.

Generally, you will...

- Help teachers prepare and set up materials and information for lessons
- Assist with classroom instruction and provide support and guidance to students
- Maintain a supportive, safe and clean classroom environment
- Enforce classroom rules based upon the class covenant
- Enforce RE rules outside the classroom - ie on the playground or in auditorium
- Supervise students during non-classroom time and arrange recreational activities
- Work closely with the lead teachers to identify issues students are having and develop appropriate solutions
- Attend teacher meetings and training sessions (as needed)
- Comply with FPL's "Safe Church Policy"

Once in the classroom space, you will...

- Welcome children with care and enthusiasm, help hang coats, find a place to sit, etc.
- Assist the teacher with standard housekeeping tasks like taking attendance
- Help with the presentation of the lesson, crafts, activities, etc.
- Help with bathroom breaks, and classroom management
- Clean-up and dismissal. Most Sundays, the children will be on the playground or in the Auditorium when parents arrive for pick-up, you may help connect children with their parents and "check them out" on the attendance sheet. Some Sundays, we may walk down the hill to join the adults during after-service Hospitality - you will take the attendance sheet with you and mark when children are connected with their parents
- Thank parents for bringing their children and visit briefly with parents if they'd like to talk

Qualifications and Skills

All teaching assistants will be required to attend a mandatory training session at First Parish in Lincoln church prior to teaching in a classroom. This is a paid training session.

- You must be 14 years old, in high school, and successfully complete all required paperwork for employment
- Experience is preferred: prior work in a school or classroom setting; or as a caregiver
- Love of Children: you must be caring and considerate of all children and staff.
- Flexibility: assistants must collaborate with their assigned teacher in the classroom. You must be a team player.
- Dependability: teachers depend on their teacher aides to assist them in the classroom.
- Communication: Teaching is all about interactions and communication. The teaching assistant will be interacting with the teacher, students and parents.
- Respect: through their words and actions, teaching assistants need to show they find value in what is being taught. They should never disparage the teacher or the subject to the students in the class. They must present a positive attitude and model appropriate classroom etiquette.

Key Skills: Must like children, should enjoy stories, crafts, games and discussions.

Enthusiasm - Imagination - Energy - Adaptability - Patience - Responsibility

In Addition - Enhancing your Experience

If you plan to - or think you might like to - pursue a degree or career in teaching, please let the adult teacher or the Director of RE know so that we can support you in taking a lead role at times during your employment.

You may opt to be placed on a call-list to provide childcare support when other opportunities within First Parish of Lincoln arise. These might include adult learning opportunities, family movie nights, the church's annual meeting... basically, any time the adults gather and childcare needs to be offered to attending parents.

Application Form

Employment of a minor "Working Papers" form

IRS Tax Form W-2

Direct Deposit form

CORI - criminal background check for applicants 18 years or older

Employee Signature

If employee is under age 18
Parent Signature