

Teacher's Aide Job Description

General Description

- Goal:** The Teacher's Aide shall assist teachers and administrators as they help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview:** The Teacher's Aide shall be a born-again Christian who has moderate competency in use of the English language and arithmetic skills and has the ability to follow instructions and carry out tasks with minimal supervision.
- Contracted:** By the Headmaster under the authority of the School Board for one school year.
- Responsible:** Directly to the assigned Supervising Classroom Teacher(s), but also to the Headmaster, Principal and Lead Teachers.
- Supervises:** Students, under the direction of the Teachers and/or other school Administrators.
- Evaluation:** Teacher's Aide performance will be evaluated in accordance with standard employee evaluation policies and this job description.

Required Personal Qualities

The Teacher's Aide shall

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct (Luke 6:40).
4. Be a member in good standing at a local, evangelical church which has a Statement of Faith that is compatible with the school's Statement of Faith.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
6. Walk in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.

Additional Personal Qualities

The Teacher's Aide shall

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and in agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Make an effort to appreciate and understand the uniqueness of the community.
10. Determine to walk in unity with fellow staff members, not allowing gossip or petty differences to exist in heart or presence.

Job Description – Essential Functions

The Teacher's Aide shall

1. Reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
2. Cooperate with the Board and administration in implementing all policies, procedures and directives governing the operation of the school.
3. Receive direction and limitation from the Lead Teachers, Classroom Teachers, and other school administrators as to daily activities and routines.
4. Always report to duty assignments in a prompt and timely manner. This includes, but is not limited to recess, before and after school duties, lunch duties, etc.

5. Assist the Teachers and other school personnel in keeping proper discipline in the classroom and on the school premises for a safe and good learning environment.
6. Assist the Teachers in maintaining a clean, attractive, and well-ordered classroom.
7. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
8. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
9. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
10. Seek the counsel of the administrator, colleagues and parents while maintaining a teachable attitude.
11. Attend and participate in scheduled devotional times, inservice, retreats, faculty meetings, committee meetings, open houses, and workshops.
12. Know the procedures for dealing with issues of an emergency nature.
13. Inform the administration in a timely manner if unable to fulfill any duty assigned.
14. Be present daily for early morning staff devotional (if not at another assigned station) at 7:30 a.m. (duty hours are every weekday from 7:30 a.m. to 3:30 p.m.), faculty meetings and other special functions/duties after school, and occasionally for meetings or other functions in the evening or weekends as the Headmaster deems appropriate.

Job Description – Supplemental Functions

The Teacher's Aide shall

1. Supervise extra-curricular activities, organizations and outings as assigned.
2. Provide input and constructive recommendations for administrative and managerial functions in the school.
3. Support the broader program of the school by attending extra-curricular activities when possible.
4. Perform any other duties which may be assigned by the headmaster or his designees.