



Teacher Aide

Employment Classification: Part time

Primary Responsibility: Act in a loving, organized, and professional manner to assist the classroom teacher with the day to day activities of the classroom

Qualifications:

- Prior experience working with children in a formal setting.
- Active membership in a Christian church.
- Bachelor's degree required; degree in education preferred
- Must obtain background check
- Ability to perform physical duties of the job.

Responsibilities:

- Be a Christian role model in attitude, speech, and actions toward others.
- Arrive on time for the scheduled starting of class.
- Keep the classroom clean and materials well organized, both in the classroom and in common areas. Assist teacher in any clean-up needed.
- Assist the teacher to help the day flow as smoothly as possible.
- Assist the teacher in preparing and setting out materials for the day.
- Attend staff meetings as requested.
- Aides are required to work cooperatively with the teacher to ensure that the classroom reflects a professional and Christian environment.
- Fill in for teacher as needed for specific circumstances.
- In the absence of an Aide due to illness or an emergency, it is the Aide's responsibility to notify the Teacher and the School Administrator

Accountability:

The Teacher Aide takes daily direction from the Teacher but is also accountable to the School Administrator

Schedule:

Monday-Friday 8:30am-12:00pm