

Elementary Enrichment Aide

- Goal:** The employee will prayerfully help provide the environment for students to 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 employee will be either a high school graduate or a certified individual who feels called of God to the teaching profession. The Board as deemed appropriate may add other qualifications.
- Contracted by:** Board of Directors upon recommendation of the administrator for one or more school year(s).
- Responsible to:** Director of Business Operations, Head of School, and then the Board of Directors.
Also other academy stakeholders; parents, students, other teachers, aides, and volunteers.
- Evaluation:** Performance will be evaluated in accordance with provisions of the Academy's policy in January of each year.
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JOB BRIEF

It is expected that the teacher aide will assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. This individual will also assist in the preparation of instructional materials and implementation of lesson plans and provide routine support, and assist students with academic and/or physical needs in order for students to access the educational environment while maintaining a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

*This is a contracted, non-exempt employee that is paid on an hourly basis.

JOB DESCRIPTION – REQUIRED PROFESSIONAL QUALITIES

It is expected that the teacher aide will:

Hold at least a high school diploma and be willing to participate in any program to complete any needed certification within a specified time period.

Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.

Possess evidence of other adequate preparation, background, or experience as determined by the Board of Directors.

Maintain current CPR and first aid certification.

REQUIRED PERSONAL QUALITIES

The teacher aide will:

Have received Jesus Christ as his/her personal Savior.

Believe that the Bible is God's word and standard for faith and daily living.

Be a member in good standing at an approved local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.

Employment is contingent upon faithful church attendance. Participation in a small group is also encouraged.

Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.

Be in whole-hearted agreement with the school's Statement of Faith, Ten Essentials, and Christian philosophy of education and spiritual maturity, academic ability, and personal leadership qualities to train up a child in the way he should go.

Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

Meet everyday stress with emotional stability, objectivity, and optimism. Remember - "Emotion with No Commotion".

Maintain a personal appearance that is a model of cleanliness, modesty, and in agreement with school policy.

Use good oral and written communication skills.

Notify the administration of any policy he/she is unable to support.

Refuse to use or circulate confidential information inappropriately. Remember - "Bad flows up - Good flows down".

Make an effort to appreciate and understand the uniqueness of the community.

ESSENTIAL EMPLOYEE FUNCTIONS

It is expected that the teacher aide will:

Reflect the purpose of the school, which is to honor Christ in every class and in every activity.

Motivate students to accept God's gift of salvation and help them grow in their faith, and lead students to a realization of their self-worth in Christ.

Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.

Recognize the need for good public relations with parents and other stakeholders.

Represent the school in a favorable and professional manner to the school's constituency and the general public. Christian character and conduct are expected both on and off campus. The Board of Directors will address immoral and illegal activity. This includes: homosexual activity, pre/extra marital relations, criminal activity, illegal drug use, etc.

Develop and maintain a rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.

Follow the Matthew 18 principle in dealing with students, parents, staff, and administration for both personal and professional dealings.

Seek to display in relationship to others, the fruit of the Spirit; love, joy, peace, longsuffering, gentleness, goodness, faithfulness, humility, and self-control.

Inform the administration in a timely manner if unable to fulfill any duty assigned.

Know the procedures for dealing with issues of an emergency nature.

JOB DESCRIPTION – ESSENTIAL FUNCTIONS

It is expected that the teacher aide will:

- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Be available to the teachers during assigned hours for whatever tasks they may assign.
- Assist teacher in small-group instruction to reinforce specific skills.
- Give individual help to students as needed or tutor a child in a specific skill.
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging, and administering minor first aid.
- Correct, score, and record the results of student work to offer more immediate feedback to the student.
- Run copies and prepare class materials for student use, crafts, and other uses.
- Relieve the teacher briefly for conferences or planning sessions.
- Assist in testing and evaluating students as instructed.
- Help ensure that the classroom area reflects a professional and Christian environment.
- Assist with child supervision during parent drop-off and pick-up and at the beginning and end of the day.
- Participate, when requested, in formal and informal parent-teacher conferences.
- Participate in the end-of-year school closing process, such as the inventorying of books, toys, furniture, and equipment.
- Perform any other duties that may be assigned by the Director of Business Operations.

JOB DESCRIPTION – SUPPLEMENTAL FUNCTIONS

It is expected that the teacher aide will:

- 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.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Utilize opportunities and evaluation processes for professional growth.
- Provide input and constructive recommendations for administrative and managerial functions in the school.
- Support the broader program of the school by attending extra-curricular activities when possible.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and/or conferences etc. as applicable.