



Our Mission is To
Joyfully and Boldly make disciples of Jesus Christ as we...
KNOW Jesus and each other
GROW to be like him
SOW His Love in Word and Deed

Job Description for Teacher Aide: Day School

Responsible to: Principal

SELF-MANAGEMENT AND PROFESSIONAL CONDUCT

1. Be a committed Christian.
2. See his/her role as a calling for ministry, understanding the mission of the center.
3. Understand that the aide's first priority is to teach about the love of Jesus through positive role modeling, gentle and consistent temperament, and caring relationships.
4. Is a positive, caring person with enthusiasm for caring for children.
5. Attend all staff meetings, seminars and workshops whenever possible.
6. Attend all school sponsored events, including but not limited to: Back to School Expo, Christmas Program, Celebration Night Program along with other pertinent events based on the grade level.

STAFF MANAGEMENT

1. Support other staff by being a positive role model, treating others with respect and care.
2. Meet with other staff when asked, for planning and problem solving.

CHILD MANAGEMENT

The essential functions include, but are not limited to the following:

1. Assist in implementing the classroom schedule.
2. Assist in executing fire, tornado and lockdown drills.

3. Follow discipline policies as outlined in the Handbook.
4. Help prepare, serve and clean up snacks.
5. Pick up students from specials, 5 minutes prior to the beginning/ending of day.
6. Lead small group or one-on-one activities as specified by the classroom teacher.
7. Directly supervise the children's outdoor/gymnasium activities.
8. Supervise the bathroom and help as needed when applicable.
10. Administer first aid when necessary; assist in reporting all accidents/incidents on appropriate forms.
11. Keep the room neat and orderly by fulfilling cleaning assignments. Maintains a safe and clean atmosphere for the children at all times, following safety procedures at all times.
12. Maintain open, honest, respectful communication with parents.
13. Call the principal in a timely manner when ill.
14. Be punctual.
15. Become familiar and comply with the policies in the staff manual.
16. Assist in developing and implementing lesson plans, and activities that are appropriate to the age group involved
17. Implements philosophy of positive reinforcement and redirection of children's behavior.
18. Performs all other duties as assigned.

PERSONAL CHARACTERISTICS

1. Have stamina, both physical and emotional, to work with young children.
2. Demonstrate initiative and competence in working effectively without close supervision.
3. Have genuine Christ-like love for children.

QUALIFICATIONS

1. Hold a minimum of a high school diploma or Graduate Equivalent Degree (GED)
2. At least 18 years of age or follow the requirements of state licensing.
3. Good oral and written communications
4. Excellent interpersonal and conflict resolution skills
5. Ability to communicate effectively and professionally with a wide range of individuals, including staff and parents.