

Job Description: Teaching Assistant

GOAL- To Provide a Christian atmosphere in which each child is secure and loved in an environment that encourages each child's growth physically, academically, socially, and spiritually.

The responsibilities for the position of the Teaching Assistant will include the following:

1. To always maintain a Christian atmosphere in the classroom.
2. To always maintain good classroom control.
3. To use appropriate positive discipline and be consistent with all students regarding rules and discipline.
4. To always maintain a professional attitude.
5. To be primarily responsible under the lead teacher's direction for providing for each child's safety and security.
6. To assist in providing instruction for students in both group and on an individual basis.
7. To assist in implementing daily curriculum under lead teacher's direction.
8. To assist the lead teacher in implementing a variety of learning activities.
9. To be knowledgeable of licensing requirements that apply to the classroom and playground and all general licensing standards and be able to answer questions regarding standards asked by the licensing representative.
10. Clearly communicate any behavioral or academic concerns with lead teacher.
11. Follow daily schedule provided by lead teacher and report promptly to classroom according to schedule.
12. To assist lead teacher in keeping supplies updated and replenished as needed in the classroom.
13. To assist lead teacher in monitoring student records and file accurate records of attendance, student progress and required student information.
14. To obtain at least 24 hours of training per year.
15. To be at school during school hours of operation. (8:15 am - 2:30 pm)
**All Staff are required to attend daily devotions at 8:45 am each morning in the foyer, except on mornings of Muffins with Mom and Donuts with Dad when we will meet at 8:00 am.*
16. To notify the director, in advance, when possible, of all absences and arrange for a substitute from the approved substitute list.
17. To perform other related classroom duties as deemed necessary by lead teacher.
18. To attend all staff meetings and school functions as scheduled.
19. To assist in keeping the classroom clean and inviting in appearance.
20. To assist and support school fundraising events by making donations and serving at fundraising events. **Plan for one each semester.
21. To teach sound Christian doctrine and values as professed by Grace Evangelical Free Church.
22. To be an active member in your church with a written or oral statement from your Pastor or other ministry director expressing your involvement.
23. ACSI requires 4 hours documented Bible study annually.