

Teaching Assistant

Position Summary: The Teaching Assistant will work alongside the classroom teachers to prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development of a Biblical worldview and help them become mature, able, and responsible Christians to the praise and glory of God.

Classification: Full-time, Non-Exempt

Supervised by: LS Principal

Salary Range: \$22,000.00 - \$32,000.00

Required Professional Qualities

It is expected that the Teaching Assistant will ...

- Have experience working with children in a formal setting.
- Have an understanding of the principles of elementary education.

Essential Job Functions—Accountabilities

It is expected that the Teaching Assistant will ...

Spiritual Leadership

- Ensure that the classroom environment is Christ-honoring, nurturing, wholesome, and loving, in cooperation with the leadership of the classroom teachers.

Professional Responsibilities

- Be available to the teachers during assigned hours for whatever tasks they may assign.
- Assist teacher in small-group instruction to reinforce specific skills.
- Walk around and monitor student work to help maintain discipline and children's focus on the task at hand.
- 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.
- Assist the teacher in playground duty and lunch duty.
- 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 ending of the school day.
- Respond in a timely manner to parent requests for help or information in coordination with classroom teachers.
- Participate, when requested, in formal and informal parent-teacher conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Assist in keeping proper discipline in the classroom and on the school premises for a good learning environment.
- Participate in beginning-of-year staff orientation, staff devotions, staff meetings, and parent/teacher fellowship meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the classroom and school. Assist when the school conducts required emergency safety drills.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the teacher in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the teacher in an earnest effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

It is expected that the Teaching Assistant 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 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 administration.
- Serve in Extended Care

Quantification of Primary Duties

Duty	% Of Time Spent On Duty	Frequency of Duty			Is Duty an Essential Function? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Regularly	Periodically	Rarely	
Assist Teacher/Students in classroom	70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Administrative	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Extended Care	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No