

Community Christian School of Baraboo

Teacher's Aide Job Description

General Description: The Teacher's Aide shall prayerfully guide students in the acquisition of elementary academic skills necessary for academic success and prayerfully help students 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.

Reports To: Principal, takes direction from the classroom teacher

Qualifications: The Teacher's Aide shall be one who has received Jesus Christ as Savior and Lord. The teacher shall faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of CCS. He/She shall be a person who exhibits and/or desires spiritual understanding in academic and leadership abilities that will allow him/her to "train up a child in the way he should go." The teacher's aide shall reflect the purpose of the school, which is to honor Christ in every activity. The aide ...

- shall possess at minimum of a high school diploma with experience in working with students in a classroom setting, and preferably have a bachelor's degree.
- shall have at minimum 1-5 years of experience working with students in the classroom setting.
- shall be born-again, a college graduate, certified or certifiable, who is called of God to the teaching ministry.

Duties and Responsibilities

Teacher Role and Responsibilities:

Our Teaching Assistant/Aide shall assist our faculty, and support day to day school functions by:

- Assist with set-up and clean-up of the learning environment.
- Assist the lead teacher with planning and implementing the daily program under the direction of the lead teacher.
- Supervise the room when the lead teacher is out of the room.
- Assist with general housekeeping, as assigned by the teacher.
- Assist the teacher in any other appropriate way. Including, but not limited to: Leading art projects, teaching Bible time, leading in singing, laminating, photocopying, preparing bulletin boards, or preparing art projects.
- Assist in supervising the classroom and playground; responsible for discipline in the classroom/playground in accordance with the school's discipline procedures under the direction of the teacher and/or administrators.
- Supervise students in the lunchroom during lunch periods; will be assisting with lunchroom duties.

- Maintain professional attitudes while interacting with students, school personnel and community stakeholders.
- Treat all children with dignity and respect.
- Attend all staff meeting and scheduled in-services, as deemed necessary by the principal or administrator.
- Participate in professional organizations, conferences, workshops that work toward the improvement of childhood education.
- 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 through their witness and Christian role modeling.
- Lead students to a realization of their self-worth in Christ.
- Assist the classroom teacher in leading classes as assigned following prescribed scope and sequence as scheduled by the Principal.
- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Assist the teacher in utilizing teaching techniques by providing tutoring, reading support, and monitoring students behavior within the framework of the school's philosophy.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
- Provide assistance and leadership in classroom activities like field trips, hosting guest speakers, and other media.
- 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.
- Develop and maintain 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.
- Seek the counsel of the classroom teacher, principal, colleagues, and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent/Teacher meetings.
- Know the procedures for dealing with issues of an emergency nature.
- Other duties as assigned.

Spiritual Expectations

- Has 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 Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- 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 and Christian philosophy of education.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

Professional Expectations

- Utilize educational opportunities for professional growth.
- Seek and/or accept the counsel and direction of the classroom teacher, principal, and colleagues, while maintaining a teachable attitude.
- Study and know the procedures for crisis management issues including, but not limited to, fire, tornado and lockdown drills.
- Contribute to the general improvement of the school program.
- Refuse to use or circulate confidential information inappropriately--giving a good report about other faculty and staff and keeping student information in the circle of those who absolutely need to know.
- Perform any other duties, which may be assigned by the administration.
- Utilize educational 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 school activities when possible.
- Perform any other teaching-related duties that may be assigned by the administration.

Personal Character

- 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.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Show respectful and faithful submission to constituted authority.
- Maintain a personal appearance that is a role model of cleanliness, modesty, good taste, and in agreement with school policy.

- Use acceptable English in written and oral communication. Speak with clear articulation.
- Place the teaching ministry ahead of outside or volunteer work.
- Attend regularly and faithfully support a local church whose fundamental beliefs are in agreement with the CCS Statement of Faith.

Compensation

Offered salary will be commensurate with credentials and experience.

POSITION START DATE: August 1, 2020

Community Christian School of Baraboo uses excellent education to support parents in their task of bringing up children in the discipline and instruction of the Lord Jesus Christ.