

TEACHER AIDE

JOB DESCRIPTION

Expectations:

The Teacher Aide will be kind, helpful, a self-starter, professional and creative. The Teacher Aide can adapt easily to changing situations and take the lead when necessary and appropriate. The Teacher Aide will be willing to assist the Teacher in whatever manner the Teacher deems necessary. The Teacher Aide will have a minimum of a high school diploma.

Responsibilities:

- ❖ Assist the teacher 15 minutes prior to and during classroom hours that will be determined in coordination with the Teacher Aide and Teacher to be no more than 20 hours per week
- ❖ Help prepare snacks and monitor clean-up
- ❖ Assist in managing classroom behavior and enforcing rules
- ❖ Work directly with children practicing letters, numbers, etc...
- ❖ Sing songs, read books, play games
- ❖ Assist with set-up and clean-up of classroom each day
- ❖ Help teacher monitor students and recognize potential classroom problems
- ❖ Supervise children's bathroom breaks
- ❖ A positive Christian role model in all that they do
- ❖ Pass a mandatory background check

Accountability:

The Teacher Aide is directly accountable to the Classroom Teacher and to the School Administrator.