

Central Christian School
Teacher Aide Job Description
2020-2021

The Teacher Aide serves an important supportive role for the teacher and students, their families, and the program of the school. It is important to learn to know each student to be able to meet their needs. This supports the vision of the school: *To know Christ and to make Him known.*

Supervision

The Teacher Aide works under the direction of the lead teacher in any classroom and reports to the Elementary School Principal for scheduling and assignment of responsibilities..

Expectations

- Reflect an active personal faith in Jesus Christ through lifestyle, church commitments and a commitment to Christian education
- Be professional and courteous in dealing with students, families, faculty and staff, and the general public
- Defer all educational decisions and parental communication to the classroom teacher
- Follow all school policies and procedures as outlined in the employee handbook
- Ensure the safety and well-being of each child by responding to their educational, emotional, social and physical needs
- Be warm and nurturing with children
- Creating and maintaining an environment that is clean, organized and safe for the children
- Approach COVID-related adjustments for the 2020-2021 school year with maximum flexibility.

Agreement Information

Full time position

Working hours are 7:30 am – 3:30 pm

Responsibilities

- Support classroom teacher in implementing curriculum
- Provide learning assistance to students as requested by the teacher
- Monitor students during lunch, recess, and other times if the classroom teacher is off-duty
- Attend to sick children as requested
- Other duties as assigned or requested
- Attend teacher meetings and in-service days
- Volunteer two times a year for school activities (gate cashier, ushering, etc.)

Qualifications

- ODE Educational Assistant Licensure
- Personal qualities of integrity, credibility, and dedication to the mission of Central Christian School.

Please send your resume and letter of intent to Jeanne Zimmerly Jantzi. JeanneJ@centralchristianschool.org