



Classroom Teaching Assistant Job Description

PAY RATE

Hourly, based on experience

POSITION PURPOSE

The Classroom Teaching Assistant supports the lead teacher in maintaining a well-managed and organized learning environment. Assistants provide support for teachers while they perform daily tasks in the classroom. They aim to work in such a way that allows teachers to focus solely upon teaching the students and setting tasks for them to complete.

EDUCATION/EXPERIENCE

- High School Diploma required.
- 3-5 years of previous teaching/assistant experience is preferred.
- Experience in an independent school setting is preferred.

KEY FUNCTIONS

- Cheerfully and efficiently supports the goals of the school in a variety of unanticipated ways.
- Uses independent judgment in performing the responsibilities of the position.
- Reinforces lessons presented by teachers by reviewing material with students one-on-one or in small groups.
- Enforces school and class rules to help teach students proper behavior.
- Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well being and safety of the children in his/her care.
- Provides support and oversight for elective teachers and other staff as needed.
- Reinforces the Bible teaching.
- Becomes lead teacher when a substitute is filling in for teacher.
- Maintains cooperative and willing attitude.
- Performs other duties as requested.

QUALIFICATIONS

- Demonstrates a deep and abiding faith in Christ.
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
- Meets everyday stress with emotional stability, objectivity and punctuality.
- Adapts to interruptions, problem solves and multi-tasks throughout the day.
- Sensitive to the needs of other staff, students and parents.
- Ability to see what needs to be done and takes initiative in doing it.
- Receptive to feedback and direction.
- Integrates school mission into tasks and responsibilities.
- Displays servant leadership.
- Supports lead teacher with student and creating a nurturing environment.
- Must be available to attend all scheduled teacher workdays including those prior to, during, and after the scheduled school year. It is expected that assistants will find childcare (if needed) for these dates.