



Teacher's Aide Job Description

Reports to: Lower School Principal

Job Summary:

The Lower School teacher's aide will be a Christian who will assist in inspiring students to learn the knowledge, skills and subject matter of assigned area contributing to their development as mature Christians, consistent with The First Academy philosophies, vision and mission statement. This is an hourly position.

Essential Job Functions:

- Assist in the preparation of weekly lesson plans including instructional objectives, planned activities, Biblical integration, assessments and resources, incorporating classroom technology to enhance instruction
- Assist in the review/update department and course curriculum guide/maps to assure the fulfillment of proper instructional priorities and pacing
- Assist in the delivery of lesson plans and instructional materials in a manner that facilitates active learning, effectively utilizing the basic elements of instruction; including but not limited to presentation of content, questioning techniques, responding to learner input and arrangement of learning activities.
- Demonstrate the spiritual maturity, academic ability, and personal leadership qualities to inspire student learning, including the understanding of the knowledge and characteristics of the age group taught
- Assist in effectively managing classroom and discipline procedures in support to the lead teacher and provide a positive classroom environment conducive to learning, including modeling effective teacher/parental partnering through timely communication with parents in support of student learning (e.g., posting of assignments, grades, conferencing)
- Escort students to and from the lunch room; supervise students while eating lunch
- Make copies and assist in print jobs in the teacher work room
- Actively participate in extracurricular activities in support of school initiatives

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling

- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Feels called by God to the teaching profession and has a genuine love for working with children
- Present a positive image of the school to others and to the community
- Recognize and assist parents to have primary responsibility before God for their children's education
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters
- Experienced with using technology in a classroom environment, preferable Apple product
- Embrace being a lifelong learner and ongoing development of professional skill set
- Bachelor's degree preferred

Consistent attendance is a job requirement.