

**Position: Elementary Teacher's Aide**

**Classification: Full-Time**

**Reports to: Classroom Teacher, Elementary Principal, Valley Christian School**

### **I. General Description**

The Head of School in conjunction with the Elementary Principal, contracts the teacher's aide where applicable. The Principal will evaluate the performance of the teacher's aide regularly and annually recommend to the Head of School whether the teacher's aide should continue in his/her position.

### **II. Accountability:**

The teacher's aide is responsible to the classroom teacher and the Elementary Principal.

### **III. Qualifications:**

The teacher's aide shall be one who is called of God to the teaching profession, and preferably who is a college graduate, with the appropriate ACSI Certificate or ability to obtain certification.

### **IV. Responsibilities:**

#### **Spiritual Maturity**

- To seek to spiritually demonstrate, in speech, actions, and attitude, a consistent daily walk with Jesus Christ.
- By spending regular daily time in the study of God's Word and prayer;
- By responding to the ministry of the Holy Spirit within.
- To show, by example, the importance of sharing Christ, studying and memorizing His Word, and praying... By sharing the results with students and faculty; by praying with and for students and faculty; by sharing Christ with students on a personal level.

#### **Academic Excellence**

The teacher's aide has the major responsibility of instruction of Biblical integration through the curriculum assigned by the classroom teacher and Principal. In the implementation of this responsibility, he/she is expected to:

- Teach regularly scheduled classes as assigned by the classroom teacher and Principal.
- Develop each of his/her students spiritually, academically, socially and physically to their individual highest potential. Pray with students, parents, and staff.
- Employ insights, which God's Spirit has revealed to him/her from personal daily study of God's Word and prayer.

**In order to accomplish the above, the teacher's aide will assist the classroom teacher in performing the following:**

- For each subject and class taught a list of ten essential learning outcomes will be written. Every effort will be made to ensure that every student reaches these outcomes and that most will greatly exceed these.
- Keep student lesson plans, assignments, grades, attendance and behavior records current (RenWeb). Keep record of materials and textbooks assigned to students.
- Attend teacher meetings, devotions and other functions of the school when related to one's own area of responsibility.
- Always be available to be used by the Holy Spirit for the spiritual uplift of students or fellow teachers. Pray with students, families, faculty and staff.
- Supervise such student's activities as the Principal may assign.
- Attend at least one major fund-raising event and support the school by attending alumni events. Teachers are expected to attend co-curricular events regularly, especially when you have current students involved.
- No parent(s) should be surprised by the progress of their student. There will be regular positive and negative communications with parents regarding their child's progress.
- Use peacemaking principles (Matthew 18, etc.) in disciplining students, and in relationships with the administration and staff.
- Establish a sense of trust and fairness within the classroom.
- Seek professional development opportunities so that appropriate subject knowledge is attained, best teaching practices are implemented and personal strengths are maximized in the classroom.
- Develop personal relationships with students as much as possible with the goals of showing the love of Christ and being a mentor/disciplinary in the lives of students.
- Commitment to Jesus Christ and the ability to articulate a Christian worldview.

Adhere to the policies of the school as set forth through the handbook and as approved during the year.

Qualifications: The teacher's aide shall be one who is called of God to the teaching profession, and preferably a college graduate, with the appropriate ACSI Certificate or the ability to obtain certification.

3+ years of teaching experience is preferred but not required.

Revised 8/21/2015

**MISSION STATEMENT:** Valley Christian School exists to partner with Christian families that desire educational excellence taught through a biblical worldview so their children will be prepared for a lifetime of authentic faithfulness to Jesus Christ.