

Job Description

Calvary Chapel Academy

3 Year Old Teacher's Aide

REPORTS TO: Director, Early Childhood
FLSA STATUS: Non-Exempt (hourly)
Hours/week: 7:30-12:30 (aftercare TBD)
Campus: Viera Campus

To assist the supervising teacher(s) to insure students learn attitudes, skills, and subject matter which will contribute to their overall development as mature, able, and responsible Christians.

Job Responsibilities:

- Assist the supervising teacher(s) in the following:
 - Implementation of the daily program
 - Planning and preparing the learning environment, setting up centers, and preparing needed materials and supplies
 - Supervision at lunch, snack time and while on the playground
 - Establishing order in the classroom, cafeteria, playground, or on school-related field trips
 - Reinforce teacher instruction to students, working with students on an individual or small group basis at the supervising teacher's direction
 - In any other appropriate way helping with general housekeeping in the classroom
 - Preparing for Parent Conferences two times per year and as needed
 - Collect a minimum of two items per child monthly and file in individual portfolios
 - Use current items to decorate classroom walls and hallway bulletin boards
 - Change classroom books as needed to match current themes
- Greet children and parents at the door every morning
- Model proper letter formation when writing
- Use proper grammar
- Maintain peaceful classroom environment while keeping it neat and orderly
- Communicate effectively with parents and students
- Attend Christmas Program, Open House, as well as other after hour events as needed
- Accompany and supervise students going on bathroom breaks and to the library, specials, and other activities and while the teacher is out of the room
- Performing clerical tasks such as taking attendance, making copies, distributing classroom-related materials, maintaining classroom student files, collecting lunch money, collecting papers from students, passing out papers to students, keeping pencils sharpened, and keeping track of tallies and writing up daily tally reports

Other Duties and Responsibilities:

- Keep all (students, parents, staff) personal and medical information confidential
- Be familiar with emergency protocols
- Demonstrate the following character qualities: enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality

- Attend and participate in scheduled devotional, in-service, retreat, committee, faculty, and Parent Teacher Fellowship meetings
- Support the school by attending extracurricular activities when possible
- Perform any other duties that may be assigned by supervisor

Required Skills:

- Education Level – high school diploma or a GED equivalent
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, emailing, and accessing the Internet
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator
- Possess good verbal and written communication skills

Other Qualifications:

- Be a Christian role model in attitude, speech, and actions toward others
- Actively participate in a local Bible-believing church
- Have a conviction that God has called him/her to Christian school ministry
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters
- Follow the Matthew 18 principle in dealing with conflict