



Teacher's Aide Job Description

Job Summary: Under administrative supervision and the direction of the Little Seekers Day School Supervisor, church staff, and session, the teacher's aide is responsible to assist in the implementation of the program of activities for their designated age group.

Teacher's Aide Requirements:

- Christian
 - Provide a written statement of faith that includes a testimony of faith in Jesus Christ as part of the staff application
 - Sign, as part of their employment contract, a covenant to teach and nurture (See attached)
 - Active member in good standing of an evangelical church
 - Required to submit a pastoral reference
- Job Skills
 - Good written and oral communication skills
 - Demonstrated skills that create a positive and effective learning environment
 - Competent in general office technology such as copiers, printers, and basic computer skills.
- Previous Experience with Children
 - Previous experience with children, whether paid or volunteer, required
 - Experience in a Christian-based program preferred
 - CPR and First Aid Certifications required. Onsite training is available as needed
 - Experience with special needs children is a major bonus
- Essential Functions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties and responsibilities of the job.
 - Frequent standing, occasional sitting
 - Bending and stooping
 - Reaching with hands and arms
 - Walking and possibly running
 - Lifting children who need diaper changes (potentially up to 50lbs)

Teacher's Aide Primary Responsibilities:

- Follow policies and procedures for inside and outside the classroom
- Follow the behavior management plan implemented by the teacher
- Supervise children at all times
- Watch for signs of emotional or developmental problems in children and be prepared to discuss with the teacher
- In the event you need to be absent, find your own substitute from the approved sub list.
- Be flexible and willing to assist in any other way in which the teacher, Supervisor, or Director need you

Little Seekers Day School is a weekday ministry of
Hixson Presbyterian Church
(423) 875-0616

Questions? Email morganl@hixsonpres.org