



## THE ACADEMY OF CLASSICAL CHRISTIAN STUDIES

### JOB DESCRIPTION AND GUIDELINES - POSITION OF TEACHER'S AIDE

Although not fully comprehensive, the list below gives a general description of the basic tasks a teacher's aide normally will be required to perform and will be evaluated upon. In addition, it is expected that the aide will comply with all applicable school policies and guidelines. Aides are vital to our academic program in many ways! Basic tasks include:

- The teacher's aide is expected to consistently exhibit the fruit of the Spirit and spiritual maturity before his or her students and the rest of the school. The aide is to exhibit humility, grace and joyfully participate in Matins, staff meetings, and school assemblies.
- Assist but do not teach any materials – that is the teacher's responsibility
- Assist the teacher as a loving and consistent disciplinarian in upholding the rules/policies/protocol of the school
- Assist the classroom teacher with whatever he/she deems necessary in order to create a productive classroom environment
- Arrive by 7:45 to assist in the students' arrival as needed and set up classroom materials for calendar and morning table activities.
- Cut and paste, copy, file, put together items needed by the teacher
- Attend Matins/Chapels with the class and teacher (Pre3s when they are ready to attend the morning activities of matins/chapel)
- Work with small groups throughout the day according to the plans of the teacher
- Assist in lunch duties and travel to activities outside the classroom
- Assist with bathroom issues/sick children, etc.
- Help monitor nap time, occasionally reading to students
- Stuff PIFs during naptime and put in backpacks. Be prepared to add extra items at the end of the day if sent in late from the office, etc.

- All correspondence/discussions with parents should be approved by the classroom teacher before being sent. Only teachers should discuss negative student behavior with parents.
- Put up activities immediately after use and clean off tables quickly for smooth transitions to next activity
- Straighten table items after use and take them back to the teacher's desk – put items back in their original places before the end of the day or sooner
- Wipe down messy tables immediately after use
- Share vacuuming the floor daily and routine cleaning with the teacher after children are dismissed
- Make sure tables and room are straightened and cleaned with Clorox wipes thoroughly before leaving daily
- Substitute for the teacher when he/she is absent, a substitute will be called for the aide position for that day
- Help children lay down and pick up rest mats when needed along with the teacher
- Help set up snacks when necessary
- Assist the teacher with classroom clean up at the end of the day
- Monitor students during dismissal
- Let the teacher guide and teach the class, contributing thoughts to concepts when asked by the teacher to do so
- Assist children as they are presenting items to others (example: recitation times, story sharing, show and tell)
- Help with party clean up if needed
- Assist in redirecting students who are not showing kindness to others
- Set up materials ahead of a lesson (example: handwriting pages or math activity items)
- Change out bulletin boards as provided by the teacher
- Remember the relational covenant: Think the best about each other; speak to and not about one another; and standing shoulder to shoulder. Any differences of opinion or concerns should be directed to the supervising teacher. If there is a need for the principal to join in a discussion, a time can be arranged. The expectation is that we speak to and not about each other.
- Do not discuss another staff member or child in front of others (parents or staff)
- Follow the plans laid out in the most recent edition of the school's Safety Manual.

I hereby agree to the terms and expectations of the position of teacher as described above:

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Teacher's Aide (Signature)

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Date

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Campus Principal (Signature)

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Date