

## Teacher Aide- Kindergarten

**Employment Classification:** Part time

**Primary Responsibility:** Act in a loving, organized, and professional manner to assist the classroom teacher with the day to day activities of the classroom

**Qualifications:**

- Prior experience working with children in a formal setting.
- Active membership in a Christian church.
- Must obtain background check

Ability to perform physical duties of the job.

**Responsibilities:**

- Be a Christian role model in attitude, speech, and actions toward others.
- Arrive on time for the scheduled starting of class.
- Keep the classroom clean and materials well organized, both in the classroom and in common areas.
- Assist the teacher to help the day flow as smoothly as possible.
- Assist the teacher in preparing and setting out materials for the day.
- Attend staff meetings as requested.
- Aides are required to work cooperatively with the teacher to ensure that the classroom reflects a professional and Christian environment.
- Fill in for teacher as needed for specific circumstances.

In the absence of an Aide due to illness or an emergency, it is the Aide's responsibility to notify the Teacher and the School Administrator

**Accountability:**

The Teacher Aide takes daily direction from the Teacher but is also accountable to the School Administrator