

Calvary Chapel Christian Academy

Date: September 2, 2020

General Position Description

A Teacher Assistant is responsible for assisting the classroom teacher. The Teacher Assistant must have a warm and friendly personality; be sensitive to the needs of others; be able to relate well to children and co-workers; and be willing to fulfill responsibilities in accordance to Calvary Chapel Christian Academy philosophy.

This position reports to Director/Assistant Director.

Key Responsibilities

- Under the direction of the lead teacher assist children with daily activities.
- Provides direct participation and supervision of student activities according to lesson plans, routines, and lead teacher directives.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
- Helps the children think biblically and creatively, to solve problems independently, and to respect themselves and others.
- Observe students' performance, and record relevant data to assess progress with the lead teacher
- Distribute teaching materials such as textbooks, workbooks, papers and pencils to students.
- Serves meals and snacks and lunch, train children to use proper eating habits, and clean the eating areas afterwards.
- Maintain organization and cleanliness of the classroom.
- Assists students with potty-breaks and train children to use proper hand-washing techniques.
- Actively monitors students during recess and naps.
- Maintains a safe and disciplined environment for students.
- Serve as a Christian role model for students and families.
- Implements applicable day-school policies and regulations.
- Help children to develop spiritually by praying with them, reading Bible stories to them, and leading by example in devotions and worship.
- Problem-solves in an effective and efficient manner (i.e. discipline, first aid).
- Ensures all Academy policies and state regulations are met.
- Ensures a healthy classroom environment – including maintaining appropriate hygiene and cleanliness standards and safety and security of children.
- Maintains accurate records, forms and files.
- Maintains strict confidentiality regarding staff, children and families.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Attends at least one service at CCNN weekly (other Christian church acceptable).
- Participate in staff meetings and lead devotions/prayer.
- Spend at least 30 minutes per month praying with an assigned partner.
- Performs other related duties as assigned by the Director, Assistant Director, Executive Pastor, and Senior Pastor.

Additional Knowledge, Skills and Experience Required

- Some experience working with children.
- Strong oral and written communication skills and basic computer skills.
- High energy and the ability to work well with others (staff, children, and parents) and to foster a team environment.
- Infant/child CPR and First Aid certification.
- Must clear full background check.

- Must pass health screening.

Educational Requirements

- Coursework in early childhood education or related field of study is preferable.

Physical Requirements

- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Ability to lift at least 35 lbs.

Employment Type

Part-time

I understand that this is not an all-inclusive list of duties or responsibilities I will have to perform, but a general description of duties.

Employee Signature _____

Date _____