

Job Title: Classroom Aid

Department: K-5

Reports To: K-8 Principal

FLSA Status: Part-time, Non-exempt

Job Description

Purpose

The classroom aid will provide instructional and behavioral support to the teacher in a variety of areas including, but not limited to, classroom management, support and activity preparation.

Job Description

The classroom aid works in close partnership with the lead teacher to support daily classroom activities and student needs. Under the guidance of the teacher, this role assists with small group instruction, reinforces classroom expectations, supports students' social and emotional development, and helps maintain consistent routines. They will also contribute to classroom organization and preparation of materials to support effective instruction.

Qualifications

Classroom management experience preferred

Strong organizational leadership

Strong interpersonal skills

Essential Job Functions

Spiritual Leadership

- Use your position to support the mission of providing a Christ-centered education to prepare minds and hearts to know and serve God, for His glory alone
- Model Christian leadership, living out Southeast's Statement of Faith and Biblical Code of Conduct
- Ensure that the classroom/work environment is Christian-based, nurturing, wholesome, and loving.
- Biblical integration at all levels of learning, discipline and professional work.

Academic Leadership

- Help integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Ensure that the classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children in kindergarten and understand the problems they face.
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, and emotional.
- Collaborate with specialists to help maintain a well-rounded classroom education.
- Provide a good learning environment by keeping proper and consistent discipline in all places.
- Collaborate and support the kindergarten teacher through activities and classroom management

Additional Duties or Responsibilities

- Maintain a physical presence with the students by attending and participating in classroom events and programs.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Actively perform any other duties that may be assigned

Mental and Physical Demands

Work is performed in a classroom environment and requires the ability to sit and stand for periods of time, operate standard office equipment and keyboards. Must have the ability to lift and carry small/medium size packages and other items, to walk short distances, and drive a vehicle to deliver and pickup materials.

The employee is occasionally in outdoor weather conditions. The employee may encounter difficult student/family situations that can be stressful.

Job descriptions are not meant to be all inclusive and may evolve and change. The school reserves the right to modify and/or change job duties with written notice to staff.

This job description does not constitute an employment contract, and all employment with the School is At-Will.

By signing below, you acknowledge receipt of your duties & responsibilities.

Employee Name (please print)

Employee Signature

Date