

**TRADERS POINT CHRISTIAN SCHOOL
EARLY CHILDHOOD ASSISTANT TEACHER**

Employee Name:

Department: Early Childhood

Position: EC Lunch Bunch Assistant Teacher

Supervisor: EC Principal

Status: Hourly, appr. 8-15 hours

POSITION OBJECTIVES: Major responsibility of the position is to assist in educating students in a manner consistent with our school mission statement. This includes preparing students with age appropriate academic experiences to facilitate a smooth transition into the next age group. Each assistant teacher should have an understanding of the social, emotional, physical and, most importantly, spiritual changes that will occur during these early years. This position is hourly and paid accordingly.

QUALIFYING CHARACTERISTICS: The teacher is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. The ideal teacher must have the desire to work closely and nurture a positive relationship with students, teachers, parents, staff, school administrators and community members. The teacher must demonstrate respect for all students and community members. The ability to exercise good judgment, set a good example and comply with school standards is a must as well as the ability to deal with sensitive and confidential issues in a tactful and professional manner.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS: Assistant Teacher will have a strong desire to work with children and experience in this area is preferred. Assistant Teacher will also obtain 10 hours of professional development training over the course of the school year. All Assistant Teachers will keep a current CPR and first aid certificate.

ESSENTIAL JOB DUTIES:

1. Responsible for assisting the lead teacher in guiding students as they navigate through social, personal, academic and most importantly spiritual growth.
2. Meet and successfully assist in instructing assigned classes in the locations and at times designated.
3. Assist in developing and maintaining a classroom environment conducive to effective learning within the limits of the available resources.
4. Encourage students to set and maintain standards of classroom behavior.
5. Assist in employing a variety of age appropriate instructional techniques and instructional media consistent with the available resources.
6. Take reasonable precaution to protect students, equipment, materials, and facilities.
7. Assist in evaluating student progress and provide feedback to the classroom teacher on a regular basis as requested.
8. Assist in upholding and enforcing school rules, administrative regulations and board policy.

9. Continue to remain current with updates in technology and technological resources, as needed.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Duties more significant to area of teaching:

- Assistant Teachers will report 30 minutes before class and 30 minutes after class to prepare and clean the room.
- Assistant Teachers will work the days and hours as assigned by the principal.
- Assist in carrying out age appropriate lessons that will engage, instruct and enrich the students in accordance with the policies and Christian philosophy of Traders Point Christian Academy.
- Be familiar with the state guidelines and suggestions from others in the field to aid in students being able to reach their goals.
- Encourage an attitude of Christ likeness in all aspects of classroom: lessons; relationships (student, parent, staff); classroom management, and discipline.
- Assist in planning and ordering the arrangement, appearance, décor, and learning environment of the classroom.
- Will attend all staff meetings and training sessions that are requested by the supervising principal. Staff meetings are held on a monthly basis for Early Childhood staff. Staff will attend staff Bible study as requested by supervising principal. 10 hours of staff in service training are required for the assistant teachers.
- Will assist in various public relations events sponsored by the school.
- Will maintain a current CPR and first aid certification.
- Will work effectively in aiding lead teacher, including clear communication and duties, as assigned.

Interested applicants should complete an application and submit it, along with a resume, to [Leslie Kowal, lkowal@tpcs.org](mailto:Leslie.Kowal@tpcs.org).

