



Elementary Teacher Aide

Job Title: Elementary Teacher Aide

Reports to: Elementary Principal

Employee Profile:

- Committed to Jesus Christ as Lord and to Christian schooling
- Has a conviction of God's calling to Christian school ministry
- Demonstrates a daily, personal, Spirit-led walk with Christ
- Attends church regularly with a congregation that has a statement of faith consistent with Central Christian Academy's Statement of Faith
- Demonstrates, by example, the importance of the Scripture in the daily life of a believer
- Agrees and supports the CCA Statement of Faith and employee lifestyle statement
- Models servant leadership and has the ability to build relationships and support the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Listens to and responds to counsel
- Commitment to ongoing professional learning

Role:

This role will serve as an elementary teacher aide as assigned.

Teacher Aide Responsibilities:

Operational

- Assists in supervision of students in the classroom, hallways, and the playground, training students to follow classroom rules and love their neighbor
- Provide assistance to teachers in grading, organizing and preparing materials on behalf of the teacher to parents, students and CCA colleagues
- Collaborate with teaching staff as needed to meet the needs of the students through one on one or group instruction
- Treat all information about students as confidential, only to be shared as needed with others on the team.
- Pray for and with the classroom teacher, students and families
- Other duties as assigned

Family and Community Relations

- Support faculty, families, students, and visitors through effective communication processes and problem-solving efforts maintaining confidentiality

Education and Experience Requirements:

- College education preferred
- Teaching experience preferred

Working Conditions:

- Primarily classroom environment with the ability to engage with students and other teachers

Physical Requirements:

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry, or lowered for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task

Direct Reports:

- None

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Paraprofessional position and I certify that I can perform these functions.

Employee/Applicant Signature: _____

Date: _____

Supervisor/Hiring Manager: _____

Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.