



Teacher Aide (Elementary)

Job Title: Teacher Aide (Elementary)

Reports to: Elementary Principal

Profile: This role will serve as an elementary teacher aide as assigned. This hourly position is budgeted for 20-40 hours per week and is a school-year position with summers off. Benefits are dependent on the hours needed to fulfill the role.

Spiritual Requirements:

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible Word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith, Biblical Lifestyle Statement, and Statement on Life, Marriage, Gender Identify and Human Sexuality
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically
- Models servant leadership and has the ability to build relationships and support CCA's mission
- Listens and responds to counsel

Duties and Professional Requirements:

- Ability to assist in the supervision of students in the classroom, hallways, playground, and lunchroom
- Ability to train students to follow classroom rules and procedures and to love their neighbor
- Ability to engage with students and teachers
- Ability to aid teachers in grading, organizing, and preparing materials
- Strong communication skills in both speech and writing
- Organizational skills
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public
- Commitment to professional confidentiality with all information regarding all staff and students

Education and Experience Requirements:

- High School Diploma required, bachelor's degree preferred
- Teaching or teacher aide experience preferred

Physical Requirements:

- The ability to stand, walk, sit, kneel, bend, reach, grip, climb, push, pull, carry for a duration of time
- Ability to lift 25 pounds
- The ability to use fine motor skills including tactile while performing a task
- Primarily classroom environment some time outdoors, with the ability to engage with students, parents and teachers

Acknowledgement:

I acknowledge that I have read the job description and requirements for the Teacher Aide (Elementary) position, and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

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

Applicants: Please apply [here](#)