



Job Description

Faith Christian School seeks to employ individuals who share a Christ-centered mission to train disciples of Jesus Christ for a life of influence.

Job title: Elementary Teacher Aide

Reports directly to The Elementary Supervisor, takes direction from the classroom teacher

Hours: Part-Time

- **General Description**

- A teacher at Faith Christian School strives to use their giftedness and calling to consistently instruct and disciple FCS students in line with Scriptural principles, Christ-centered curriculum, and the mission and vision of Faith Christian School.
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- **Responsibilities**

Teaching Assistant/Aide shall assist our faculty, and support day-to-day school functions by:

- Assist with set-up and clean-up of the learning environment.
- Assist the lead teacher with planning and implementing the daily program under the direction of the lead teacher.
- Supervise the room when the lead teacher is out of the room.
- Assist with general housekeeping, as assigned by the teacher.
- Assist the teacher in any other appropriate way. Including, but not limited to Leading art projects, teaching Bible time, leading in singing, laminating, photocopying, preparing bulletin boards, or preparing art projects.
- Assist in supervising the classroom and playground; responsible for discipline in the classroom/playground in accordance with the school's discipline procedures under the direction of the teacher and/or administrators.
- Supervise students in the lunchroom during lunch periods; will be assisting with lunchroom duties.
- Maintain professional attitudes while interacting with students, school personnel, and community stakeholders.
- Treat all children with dignity and respect.
- Attend all staff meetings and scheduled in-services, as deemed necessary by the principal or administrator.
- Participate in professional organizations, conferences, and dworkshops that work toward the improvement of childhood education.
- Reflect the purpose of the school which is to honor Christ in every class and in every activity.



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- Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
 - Assist the classroom teacher in leading classes as assigned following the prescribed scope and sequence as scheduled by the Principal.
 - Keep proper discipline in the classroom and on the school premises for a good learning environment.
 - Assist the teacher in utilizing teaching techniques by providing tutoring, reading support, and monitoring students' behavior within the framework of the school's philosophy.
 - 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.
 - Provide assistance and leadership in classroom activities like field trips, hosting guest speakers, and other media.
 - Recognize the need for good public relations. Represent the school favorably and professionally to the school's constituency and the general public.
 - Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
 - Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
 - Seek the counsel of the classroom teacher, principal, colleagues, and parents while maintaining a teachable attitude.
 - Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and Parent/Teacher meetings.
 - Know the procedures for dealing with issues of an emergency nature.
 - Other duties as assigned.
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- **Skill Sets Required**
 - A growing understanding of sound, Christ-centered pedagogy.
 - Strong communication skills in both written and oral presentation.
 - Ability to develop rapport with students within a discipleship context.
 - Ability to manage multiple assignments while working in an environment subject to frequent interruptions and meeting deadlines.
 - Well-developed organizational and time-management skills.
 - Understand the importance of confidentiality.



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- Good judgment, experienced insight, a balanced perspective, a sense of humor, and an abiding good spirit.
- **Biblical Qualifications**
 - A life that models a consistent daily walk with Jesus Christ, that serves as a Christian role model in speech, actions, and attitudes, and that contributes to the spiritual atmosphere of the school.
 - Evidence of the fruit of the Spirit in the nurturing of relationships with teachers and other staff members, students, families, and the community at large.
 - The successful candidate must have a clear testimony of personal faith in Jesus Christ as Savior and must be able to demonstrate active membership and involvement in an evangelical local church.
- **Other Qualifications**
 - A high school diploma is required; an associate's or bachelor's degree is preferred
 - Technological literacy and proficiency (e.g., word processing, spreadsheets, email, internet, presentation software, and online grade book programs).

Compensation

The offered salary will be commensurate with credentials and experience.