



Teacher's Aide (K5-5th Grade)

Essential Job Functions—Accountabilities

Spiritual Leadership

- Ensure that the classroom work environment is Christian-based, nurturing, and loving.

Professional Responsibilities

- Be available to the teachers during assigned hours for whatever tasks they may assign.
- Assist teachers in small-group instruction to reinforce specific skills.
- Walk around and monitor student work to help maintain discipline and children's focus on the task at hand.
- Give individual help to students as needed, or tutor a child in a specific skill.
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging, and administering minor first aid.
- Correct, score, and record the results of student work to offer more immediate feedback to the student.
- Assist the teacher in playground duty and lunch duty.
- Run copies and prepare class materials for student use, crafts, and other uses.
- Relieve the teacher briefly for conferences or planning sessions.
- Assist in testing and evaluating students as instructed.
- Help ensure that the classroom area reflects a professional and Christian environment.
- Help keep eating areas and the restroom clean and sanitary.
- Assist with child supervision during parent drop-off and pick-up and at the beginning and ending of the early education program.
- Respond in a timely manner to parent requests for help or information.
- Participate, when requested, in formal and informal parent-teacher conferences.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Assist in keeping proper discipline in the classroom and on the school premises for a good learning environment.

- Participate in beginning-of-year staff orientation, meetings, and parent/teacher fellowship meetings (as determined by the administration).
- 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. Assist when the school conducts required emergency safety drills.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the teacher in a timely manner if unable to fulfill any assigned duty.
- Deal directly and respectfully with the teacher in an effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the end-of-year school closing process, such as the inventorying of books, toys, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.

After Care Aide Checklist 3:00 p.m. - 6:00 p.m.

- Maintain order in the chapel while the carline is taking place. No students should be out of their seats or talking. You are responsible for all remaining students as of 3pm or 12pm on half days.
- Have aftercare students line up in a quiet line at 3:15pm
- Students who are not in aftercare should stand in another line for Aide to take to the office.
- Bring red book to aftercare
- Help students get their homework helpers (i.e pencils, workbooks, crayons) while attendance is being taken.
- Help students with homework.
- Remind students there is no talking during power half hour.
- Be proactive in assisting students.
- At 3:45 get paper towels ready for students' snacks.
- Assist with snack time
- Be mindful of students while they are playing outside. Keep a watchful eye on all students at all times.
- Assist students while they wash their hands
- Assist with getting toys out for free time play

- Assist with cleanup
- Assist with students being picked up
- Be mindful of students and ensure they are safe and making good choices.