



## **JOB DESCRIPTION**

**Position:** Teacher's Aide

**Qualifications:**

- Born again Christian
- High School Graduate
- Self-Motivated Worker
- Team worker with co-workers
- Good organizational skills
- Likes children and has a desire to work with children

**Reports to:**

- Assigned teacher on a daily basis
- Supervised by Director of Elementary Education

**Work Hours:**

8 hours per day as determined by administration

The primary function of a teacher's aide is to share responsibilities with the classroom teacher. These responsibilities do not require teacher certification. These shared responsibilities include, but are not limited to the following:

- Greet students in morning car line (joyfully)
- Dismiss students in afternoon car line
- Monitor students at restroom break
- Complete daily student lunch orders and calculate charges on lunch tickets
- Supervise students during recess and assist teacher during recess
- Supervise students during lunch and assist teacher with lunch preparations
- Monitor and assist individual students during seatwork time
- Escort students to and from activities
- Assist teacher in checking seatwork papers
- File student papers and preparing Friday folders
- Assist teacher with classroom organization (i.e.: bulletin boards, laminating, copying worksheets, cleaning classroom, etc.)



## **JOB DESCRIPTION**

**Position:** Teacher's Aide (Floating)

### **Qualifications**

- Born again Christian
- High School Graduate
- Self-Motivated Worker
- Team worker with co-workers
- Good organizational skills
- Likes children and has a desire to work with children
- Able to positively greet parents and children and direct them to appropriate resources

### **Supervision**

- The floating aide is assigned to assist a group of teachers on a daily basis and reports to the lead teacher.
- Supervised by Director of Elementary Education

### **Work Hours:**

Determined by administration

The primary function of a floating teacher's aide is to assist a group of teachers on a hallway. The responsibilities of a floating aide do not require teacher certification. The responsibilities of a floating aide include, but are not limited to the following:

- Greet students in morning car line (joyfully)
- Dismiss students in afternoon car line
- Monitor students at restroom break
- Pick up lunches from the cafeteria, assist teachers in lunch preparation and clean up after lunch
- Escort students to and from the office as needed
- Assist the teacher/students in the completion of a hands-on activity in the classroom. The teacher will schedule the activity in advance and the aide will develop a weekly calendar in collaboration with the teachers. A copy of the calendar will be distributed by the aide to each teacher and Elementary Director by 8 am each Monday morning.
- Monitor preschool door throughout the day



## **JOB DESCRIPTION**

**Position:** Lead Teacher

### **Qualifications**

- Born again Christian
- Bachelor's Degree
- Taught at least 3 years at WCA
- Respected by coworkers and a good role model

**Reports to:** Director of Elementary Education

The primary function of a lead teacher is to work with the classroom teachers as a form of support staff. A good lead teacher should have clear understanding of Christian education in general and teaching methods in particular. A lead teacher/mentor should be passionate about teaching, and typically described as a master teacher. Responsibilities include, but are not limited to the following:

- Share information with newly assigned teacher related to school guidelines and expectations when needed and relay any concerns with the elementary director
- Offer support through empathic listening
- Assist teachers by giving suggestions regarding arranging, organizing, and analyzing the physical setting of the classroom and or relay the concern to the elementary director
- Give guidance and ideas related to discipline, scheduling, planning and organizing the school day and/or relay the concerns to the elementary director
- Model professionalism
- Communicate weekly with the elementary director or more often if needed regarding the status of unity among colleagues and any challenges that may need to be addressed