



Academy Assistant Teacher Job Description

Mission: at Triad Baptist Christian Academy it is our desire to assist and support the parent in laying a foundation that will help each child choose Christ as their personal savior, increase in academic knowledge with a Christian worldview, and develop talents according to his or her God-given potential.

Primary Purpose: To carry out the mission of Triad Baptist Christian Academy by providing a classroom environment which promotes spiritual and academic growth; to motivate students to develop skills, attitudes and knowledge necessary for success in the class; to establish good relationships with parents and other staff members; and to stay current with best practices in education which is relevant to the grade and/or subject being taught.

Qualifications:

- High School Graduate
- Graduation from a college or university which is recognized by ACSI preferred
- Minimum 1-2 years' experience in a school environment preferred
- Strong written/verbal communication skills
- Strong social skills
- Initiative
- Ability to understand and follow specific instructions and procedures
- Agrees and signs TBCA Statement of faith
- Must be an active member of a local church whose doctrinal beliefs and practices are in agreement with the TBCA Statement of Faith.
- Children of school age must be enrolled in Triad Baptist Christian Academy

Supervisor: Director of Education; Assistant Teachers are responsible and accountable to the Lead Teacher.

Personal Conduct

- Maintains a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students serving as a Christian role model.
- Conduct self in professional manner at all times. Conduct self in word, deed and attitude that are consistent with the current mission, philosophy and goals of the school.
- All information regarding staff, children and their families shall be kept strictly confidential.
- Maintains a professional image, a neat and well-groomed appearance; wears staff school badge.
- Report absences due to illness or emergencies to the Director of Education.
- Schedule vacation days in advance so that adequate back-up and supervision can be made available.
- Follow all policies and procedures of Triad Baptist Christian Academy
- Serve in the ministry as a team player striving for unity in spirit and action
- Speak with a united voice in support of final decisions made in the best interest of the school and its programming regardless of differences of opinion.

- Handle conflicts by prayerfully seeking a solution, speaking directly to others involved with understanding and mutual respect, not participating in gossip or public criticism of people, programs or policies.
- Maintains professional conduct and attitude when interacting with children, parents, coworkers, church staff, church membership, visitors and community at-large.
- Observes the Matthew 18 principle in conflict resolution. Avoids a negative, critical spirit. Takes problems to appropriate administrator as necessary.

PROFESSIONAL DEVELOPMENT

- Community CPR/First Aid certification
- Playground Safety Training
- Fire Safety Training
- Intruder Training

Essential Job Functions

- Greet children and parents, observing their general health and well-being
- Assume responsibility for the health, safety and welfare of all children enrolled in the Academy
- Establish and maintain a classroom environment that is conducive to nurturing, age-appropriate learning and positive experiences.
- Assist teacher with planning and implementing activities that address the physical, social, emotional, and intellectual development of each individual child.
- Assist Teacher with translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Assist Teacher with establishing and maintaining standards of student behavior needed to achieve a functional learning atmosphere in the classroom.
- Assist Teacher with administration of group standardized tests in accordance with the Academy's testing program.
- Supervises students in out-of-classroom activities during the school day.
- Reports incidents (e.g. fights, suspected child abuse, suspected substance abuse, harassment, and other offenses as stated in the employee handbook) to maintain a positive learning environment and adhere to state and federal laws as well as TBCA board policies.
- Assist with maintaining a clean, neat and organized room adhering to Academy guidelines
- Share information, experiences and suggestions with coworkers in order to benefit the Academy and its participants.
- Utilize and maintain resources with respect, care and stewardship
- Actively pursue opportunities for professional development
- Maintain open lines of communication with the Lead Teacher, Principal and Director of Education; relay information regarding classroom management, discipline, parent interaction, etc. as needed.
- Maintain the highest level of confidentiality with all matters at all times

Physical Demands

- Able to interact (stoop, bend, crouch, lift, hold) on child's level
- Able to handle in a positive and productive way the stress, tension, noise, and interpersonal conflicts that can arise when dealing with both adults and children
- Able to physically and mentally react immediately to unexpected circumstances
- Able to stand on feet for long periods of time, as much as 95% of the shift