

Classroom Assistant – Preschool/PreK/K

JOB DESCRIPTION (revised 5/1/17)

REPORTS TO: Classroom Teacher

DIRECTLY SUPERVISES: N/A

NARRATIVE DESCRIPTION: Assist the classroom teacher and engage students to provide developmentally appropriate instruction and assessment in all content areas; teach, model, and implement discipline, skills and instruction for social/emotional/physical/academic growth; encourage spiritual growth through biblical application and integration; and, support the school's mission, vision, and philosophy.

SPECIFIC RESPONSIBILITIES:

- < Collaborate and follow directions of the teacher to meet social and emotional developmental needs, integrated with biblical principles, in the following areas: English/language arts, mathematics, social/emotional skills, approaches to play and learning, science, social studies, creative arts, and physical health and growth (including field trips, school chapels, and assemblies).
- < Collaborate with the classroom teacher to plan, evaluate instruction, and incorporate data from developmentally appropriate assessments to effectively communicate the material and meet the developmental learning needs of all students.
- < Take initiative to model, teach, and practice effective routines and skills that reflect an understanding of the developmental needs of students.
- < Discuss student data with the classroom teacher and be prepared to make changes as directed to effectively to meet students' individual needs.
- < Lead instruction and supervision of groups as directed by teacher.
- < Attentively observe schedule and perform tasks for smooth and quick transition, such as preparing tables for next activity, taking attendance and lunch orders, preparing materials, or other responsibilities designated by the teacher.
- < Quietly redirect distracted students or remove uncooperative students from the group or area where instruction is occurring, until the teacher is free to speak with the student or give further direction.

- < Supervise the class during lunch duty.
- < Model spiritual discipline through prayer, Bible study, and Christ-like character and provide opportunity and accountability for students to develop spiritual growth, including participation in morning devotions when available..
- < Actively engage with students and be proactive in supervision to provide maintain a positive flow of instruction and an overall environment of safety within all areas of the school, including recess, lunch, restroom breaks, field trips and after school events.
- < Demonstrate professionalism and initiative in working collaboratively with the classroom teacher, completing all duty assignments, meeting deadlines, and demonstrating accountability to grade level teaching team.
- < Complete all tasks assigned by the classroom teacher in a timely manner, including those unique to the campus site.
- < Positively contribute to a classroom environment that is conducive to learning for all students. The daily schedule provides for stability, security, and flexibility to meet the group's needs, capitalizing on the children's interests and attention span.
- < As directed by the teacher, collaborate with parents, educational professionals from local school corporations, parent volunteers, and school-based education intervention teams to provide optimum learning resources for students, as needed.
- < Work effectively with grade level team members, with other grade level teams, and with the school faculty and staff to implement the mission of ECS.

Qualifications/Requirements:

- < Agree with ECS' Statement of Faith and abide by ECS' Standard of Conduct, and demonstrate support of ECS faculty/staff and policies.
- < Have a heart for children, Christian education, and the ministry of ECS.
- < Model a Godly, caring attitude and operate in accord with biblical values; including servant leadership, integrity, wisdom, teamwork, and open/honest communication in an atmosphere that nurtures continuous improvement.
- < Demonstrate ability to maintain effective relationships and to work with others including Board members, faculty/staff, parents, pastors, and others in the educational community.

- < Collaborate and contribute responsibly to the classroom, teaching team, faculty/staff, and administration.
- < Participate in training required by school accreditation for the assistant role, including CPR and First Aid training.
- < Participate in professional development related to school goals, student learning, and personal professional growth.
- < Perform other school duties as requested by principal