



Faith Christian Academy Classroom Aide and Aftercare Teacher Job Description

Title: Classroom Aide and Aftercare Teacher

Reports To: Assistant Principal

Definition: The teacher is the keystone of any sound education program. Well equipped classrooms, carefully planned courses of study, and effective guidance programs are very important ingredients, but the success of the school is dependent upon the enthusiasm and dedication of the instructional staff.

Responsibilities shall include, but not limited to the following:

1. The teacher's aide will follow a course of study developed by the administration and the owner.
2. The teacher's aide shall maintain a careful record of each student's attendance.
3. The teacher's aide shall develop a systematic grading procedure and maintain neat and thorough records of student achievement.
4. The teacher 's aide will help teach lessons that account for the diverse instructional levels and learning styles within a classroom, realizing that students do not necessarily learn and mature at the same rate.
5. The teacher's aide will utilize appropriate teaching and assessment techniques and instructional materials and resources.
6. The teacher's aide will present appropriate and effective instructional lessons and submit useful and orderly lesson plans to the Preschool Director each week.
7. It is the teacher's aide responsibility to see that the classroom and teachers work space is kept in an orderly manner. Frequently changing attractive displays, and organized storage arrangements are the responsibility of the teacher. The teacher will be responsible for cleaning up student accidents.
8. The teacher's aide will have effective classroom management skills which reflect respect for the student and enable the student to maintain responsibility for his/her learning. In addition, all professional employees have the responsibility of student control and discipline in the halls, classrooms, sidewalks and other public places.

9. Teacher's aide will communicate frequently with parents through conferences, FACTS, and newsletters. Written communications to the entire class must be approved by the Assistant Principal.
10. Teacher's aide will help organize and implement educational field trips. Teacher's aide in grades K through 5th will help plan and attend any overnight environmental education trips with the students.
11. In-service and class preparation time is to be spent involved in professional activities; such as the preparation of instructional materials, conferences and professional development.
12. Teacher's aide must attend faculty meetings as needed that occasionally extend beyond the contracted teaching day.
13. Teacher's aide will follow the guidelines outlined in the Faculty Handbook.
14. Maintain classroom cleaning and aftercare snack and classroom supplies.
15. Ensure a safe, clean environment conducive to learning.
16. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
17. All other duties as assigned by the Assistant Principal.

Education. Certification, Work Related Experiences:

High School diploma required with optional college experience in early childhood education or related field.

Associates or Bachelor's degree in early childhood preferred

Must be a Christian and follow the Matthew 18 principle.

Experience working with young children.

Must pass Level 2 background screening.

Technical Competencies And Skills:

Excellent verbal and written communication skills

High energy level

Possess effective communication, judgmental, planning and human relation skills and will be required to work under a period of stress due to the level of the position responsibility.

The ability to work cooperatively with others.
Works as part of a team.
Accepts responsibility and is self-motivated.
Demonstrates strong work ethic with our school's educational philosophy.
Display effective multitasking and time management skills.
Have a warm and friendly personality.
Be able to relate well to children, and other employees.

Terms of Employment:

Terms of Employment: Yearly

Working Hours: Monday-Friday 6:30 am - 3:30 pm

Salary and benefits as approved by the FCA School Board of Directors