



Lower School Teacher's Assistant – Part Time

Summary Job Description

Covenant Day School is seeking an experienced lower school teacher's assistant who would enjoy working with children in support of the school's mission. The role includes providing classroom support to students and the lead teacher(s) for a lower school grade level. Reporting to the lead teacher(s) with oversight by the lower school principal, the position is a part-time, hourly instructional position. The position is currently available in January, 2019 due to a recent staffing transition.

Essential Functions and Responsibilities

Duties include:

- Have an attitude of Christian service, following biblical and Christian principles and behavior to students and colleagues.
- Participate as part of a team in the care and education of the students at the grade level.
- Set up materials for instruction as the teacher(s) direct(s).
- Create games, bulletin boards, and activities, and doing administrative and other work as needed.
- Lead small groups at centers, in computer lab, and other specific activities.
- Assist the teacher in discipline, redirecting of student attention, and re-teaching.
- Support the teacher in curriculum delivery as needed in various subjects.
- Help meet the children's needs in all areas – spiritual, physical, emotional, social, and intellectual.
- Supervise students during recess and at snack time.
- Provide for the safety and care of children during working hours and reporting infractions of school rules, unsafe situations, obstacles, etc. Participate in all drills (fire, tornado, lockdowns, etc.).
- Partner with the school nurse, academic resources team, administrative assistants, librarians, and other teachers throughout the day to support and care for students and classroom activities.
- Direct all questions and communications from parents to the lead teacher.
- Other tasks as assigned. May include duties prior to or after the start of the school day such as carpool and gym line-up.

Qualifications

- Committed follower of Jesus Christ, reflecting a desire to serve Him and others in work and life.
- Eagerness to serve in a Christian learning environment, modeling diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- Understanding of the developmental needs of younger children.
- Positive attitude and a genuine love for and ability to connect with lower school students.
- Passion for learning and a willingness to work collaboratively.
- Excellent verbal and written communication skills and ability to communicate effectively and professionally with students, parents, and faculty/staff.
- Demonstrated ability to serve with initiative and pro-active approaches.
- Computer skills as applicable for administrative assignments.
- Bachelor's degree and teaching experience required. Teaching license and/or elementary education degree strongly preferred.
- Ability to lift up to forty pounds.



Covenant Day School

Established in 1989, Covenant Day School is an independent, Christian, college preparatory school in Matthews, N.C. that serves more than 860 students from transitional kindergarten through high school. At Covenant Day, we are committed to assisting the Christian family by providing an education marked by a biblical worldview, academic excellence, and affordability so that students are equipped to be salt and light for God's glory. Students thrive in a nurturing environment where both academic excellence and spiritual training are blended without compromise.

OUR CHARACTERISTICS OF PROFESSIONAL EXCELLENCE

By God's grace, a Covenant Day School Faculty member is:

- **Christ-like:** I embrace a biblically-focused worldview and practice the Christian disciplines of grace. I faithfully love the Lord and all people, particularly my students.
- **Called:** I joyfully embrace my calling as a teacher at Covenant Day School. I emphasize and model the biblical concept of "calling" with my students.
- **Dedicated:** I am dedicated to upholding biblical standards of excellence and accountability. I emphasize these high standards for student academic performance and behavior.
- **Discerning:** I teach to the various learning styles, relate lessons to real life situations, and emphasize the cultural mandate. My students are encouraged to express their opinions, grow through failure, take godly risks, and value lifelong learning.
- **Engaged:** I winsomely engage my students, emphasizing their high value to God and me. I pray for my students, desiring that they see the beauty in following Christ, and that they fulfill their callings before God and mankind.
- **Involved:** I serve and pray for the body of Christ at Covenant Day School. I communicate critical matters in person showing the love of Christ each step of the way.
- **Growing:** I passionately pursue professional growth and gladly share my professional successes and failures with my peers inside and outside our school. I genuinely support my colleagues, administration, the Board of Trustees, and Covenant Day School as a ministry of Christ Covenant Church.

Please visit http://www.covenantday.org/about_us/employment.html for more information and to submit an application. Instructional staff employed by Covenant Day School are required to subscribe to the Reformed faith as set forth in the Westminster Confession of Faith.