

Position Title: **Teacher's Assistant- Elementary School**

Last Updated: October 2022

Reports To: Elementary School Assistant Principal

Status: Non-Exempt (Hourly)  
Part time/ Full-time

Schedule: Calendar Year; 25 hours per week/35 hours per week, Monday through Friday

Benefits: Full benefit eligibility (full time only)

#### Growth &

**Evaluation:** Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations: Faculty](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

#### Summary

**Description:** This faculty member will join a collaborative learning community, focused on the school's mission, partnering to inspire academic curiosity, impeccable character, and Christian leadership grounded in biblical truth.

In fulfilling our mission, Fellowship Christian School hires and retains passionate, talented, diverse educators to offer a rich and engaging curriculum, preparing our students to be lifelong learners and citizens well equipped to address local and global challenges.

#### Summary

**Description:** In addition to experience and a strong educational background, successful candidates demonstrate a love of working with children, an engaging teaching style, the ability to interact well with parents and colleagues, and a willingness to create and promote an inclusive learning environment. The position provides support to the lead instructor and to students in an appropriate manner that enhances the overall quality and experience in the classroom performing duties that are instructional in nature or deliver direct services to students or parents.

#### Essential Functions:

- Work with teachers in implementing a program of instruction that adheres to the school's philosophy, mission, goals and objectives
- Assist teachers with clerical work and classroom activities
- Reinforce the instruction being taught in the classroom to students; follow the directives of the classroom teacher
- Work with teachers in creating a classroom environment conducive to learning by employing a variety of appropriate teaching strategies
- Assist with the integration of technology into the classroom if applicable
- Encourage student enthusiasm for the learning process and the development of good study habits
- When necessary, assist students with difficult assignments; provide individual attention to students in need of extra assistance
- Work with teachers in developing, in accordance with school guidelines, reasonable rules of classroom behavior
- Assist the teachers with observation and assessment; recognize learning problems and difficulties

- Take daily attendance for entire grade
- Make copies as needed for all teachers in the grade level
- Consistently check with all teachers on an ongoing basis to ask about their needs or seek tasks
- Organize the classroom and store any supplies; keep the classroom tidy and neat
- Grade and correct student work papers when applicable
- Proofread report card comments and any other materials that a teacher should request to be proofread
- Observe confidentiality of student's progress/ behavior at all times
- Cover class when grade teachers have meetings, appointments, or in their absence for a period of time
- Cover afternoon carpool duty should there be a need.
- Coordinate the details for all grade level field trips, prepare information for parents, distribute weekly information and updates relative to all pending field trips
- Track all participants in the annual Reading Program, print awards for year-end ceremony
- Monitor recess daily
- Monitor and supervise the lunchroom each day; prepare schedule for lunchroom clean-up duty
- Take necessary and reasonable precautions to protect students, school equipment, materials, and facilities
- Share responsibility during the school day for the supervision of students in all areas
- Attend Professional Development days throughout the year following the growth initiative for staff.
- Submit and complete two growth goals for the year.
- Attend Pre-planning and Post planning all-staff meetings
- Attend monthly all-staff meetings
- Participate in school events (musicals, field trips, chapels etc.)
- Morning carpool duty

#### Other Requirements:

##### Spiritual:

- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Seeks to be a role model in speech, actions, and attitude: a consistent daily walk with Jesus Christ.
- Sign the Fellowship Christian School Statement of Faith/Statement of Life and Conduct
- Acknowledge and understand Fellowship Christian School's Mission Statement

##### Personal:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Meets everyday stress with emotional stability, objectivity and optimism

##### Professional:

- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detriment to learning, health or safety
- Abide by and comply with all school policies and regulations
- Other duties as requested or assigned per the Elementary School Principal/Assistant Principal or Head of School

##### Physical:

- Required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, squatting
- Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception
- Must be capable of standing and/or sitting at a computer for extended periods of time, be capable of repetitive movements of wrists, hands, and fingers
- Must be capable of occasionally carrying and moving small objects

#### Work Environment:

- The work environment is usually moderately quiet; however, variations in noise level may occur when employee attends school functions such as assemblies and other events
- The environment may be stressful and hectic at times with frequent interruptions, multiple distractions, and changing priorities
- This position is primarily an administrative position performing duties in a typical office setting and thus is exposed to minimal adverse working conditions

#### Qualifications:

- High School Diploma required; Advanced degree preferred
- Three to five years similar experience, preferably with direct experience in a classroom environment
- Strong organizational skills for multitasking and prioritizing responsibilities
- Must be detail-oriented, creative, flexible, and motivated by challenges
- Must work effectively with colleagues, faculty, and students by practicing respect for deadlines, collaborative problem solving and honest communication
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands
- Demonstrated writing, interpersonal and communication skills to successfully interact with diverse staff, faculty, students and other constituents of the school
- Must have the ability to work in a school environment by successfully passing the school mandated background check process and Ministry Safe training
- Solid working knowledge of Word, Excel, Google, PowerPoint, Internet Search; knowledge of RenWeb software a plus
- Regular and consistent attendance and punctuality is required and a condition of employment
- Possess a valid state driver's license

#### Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.