



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Substitute Teacher Assistant **OFFICE/CAMPUS:** Principal's/Bento Elementary

REPORTS TO: Vice Principal/Teachers **STATUS:** Temporary

HOURLY WAGE RATE: \$16

PRIMARY PURPOSE:

To assist teachers in the classroom, and monitor the safety of students on the playground and in the cafeteria.

ESSENTIAL DUTIES/FUNCTIONS:

- Assist teacher in classroom instruction and material preparation
- Assist students under teacher supervision.
- Supervise students in the classroom and/or on the playground and cafeteria.
- Supervise students at drop off/pick up car lines.
- Write reports of injuries, disciplinary problems, or students' needs and/or follow-up.
- Ensure school policy and discipline students appropriately
- Read, write, and tutor students per teacher instruction
- Encourage students to make good choices

OTHER DUTIES/FUNCTIONS:

- Assist teachers with correcting papers, recording papers, making copies, laminating, collating, stapling, cutting, gluing, pasting, and binding materials.
- Accompany classes on field trips as needed
- Change bulletin boards.
- Assist with snack and lunch.
- Other duties as assigned.

CORE VALUES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God's creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment Use: Copy machine, laminator, paper cutter, and binding machine.
- Work Hours: Hours range based on campus need. 8 hours per day. Monday - Friday.
- Mental Demands: Sensitivity to students' needs, following instruction, basic mathematics, attention to detail, alertness, and initiative to be able to make quick and rational decisions.

- Physical Demands: Corrected vision, ability to walk with students, ability to climb stairs, ability to stand, sit, and kneel for periods to watch/instruct students.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and demonstrate a living relationship with Jesus Christ, as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Skills/Knowledge: First Aid. Able to read, write, and communicate well in English.
- Education/Training: High School Diploma, College courses preferably in education a plus, training in how to operate office machines.
- Experience: Previous experience working with children in a classroom environment.