



## Lower School Educational Assistant

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 students in grades Junior Kindergarten through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

BCS Lower School campus seeks to hire an Educational Assistant for the 2026-2027 academic year. This is a 10-month position reporting to the Elementary Principal.

We are looking for passionate, dynamic teachers that demonstrate:

### Personally, the employee's life shall reflect

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- Lifestyle of biblical integrity
- Support of Christian Education
- Willingness to listen and respond to counsel
- A passion and ability to effectively contribute to a positive work environment
- Spirit of dedication, commitment, flexibility and responsiveness

### Job Description

- Assist with classroom instruction and provide support and guidance to students
- Works closely with the teacher to help identify issues students are having and assist the teacher in developing appropriate solutions
- Attend teacher meetings and training sessions
- Reinforce lessons and/or instruction, by tutoring individual students, or small groups.
- Aid teacher in student evaluations
- Possible supervision of students, subbing
- Testing preparation
- Assist and support the educational, social, emotional, and spiritual well-being of students
- Assist and support teachers and students with classroom tasks and support (copying papers, correcting papers, organizing information, working on projects, etc.)
- Assist with duty assignments and other assignments to support students and the classroom teacher

### Job Requirements

- Bachelor's degree is required
- Experience working in a school or educational setting
- Excellent verbal and written communication skills
- Excellent collaboration and teamwork skills
- Basic computer skills
- Possess a positive, empathetic, and loving attitude

- Must be able to articulate a deep understanding of a biblically informed philosophy of Christian education
- Possess a growth mindset and leadership of their own learning, especially in Biblical and content area knowledge
- Ability to work effectively, cooperatively, and collegially with faculty
- Successfully complete a criminal background check and MinistrySafe training; both are renewed every three years.

### How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position.
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience.
- Submit your cover letter AND resume to [bcsemployment@bcsk12.org](mailto:bcsemployment@bcsk12.org)
- Select candidates will be asked to complete an online application by invitation only.

Updated March 2026