Elementary Teacher Aide

Job Title: Elementary Teacher Aide
Reports to: Elementary Principal

Profile: This role will serve as an elementary teacher aide as assigned. The ideal candidate will have a vibrant faith in Jesus Christ as well as educational experience at the elementary level. This position is budgeted for 25-40 hours per week depending on the skills and experience of the candidate.

Spiritual Requirements:
- Evidence of an active and genuine faith in Jesus Christ
- Personal commitment to Christian schooling
- A belief that the Bible is God's inerrant and infallible word
- Agreement with CCA's Mission, Core Values, Purpose, Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Must have a welcoming and winsome personality
- Evidence of successfully serving as a Christian role model for a number of years
- Willingness to live and serve as a Christian role model as outlined in the CCA Employee Handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Ability to communicate biblical truths to both students and adults
- Commitment to resolve professional and personal conflict biblically

Professional Requirements:
- Has a conviction of God's calling to Christian school ministry
- Models servant leadership and has the ability to build relationships and support the school mission
- Demonstrates a spirit of dedication, commitment, flexibility, and responsiveness
- Participate in staff meetings and work days as required
- Ability to develop positive rapport with students, parents, and colleagues
- Willingness to agree to follow policies and procedures set forth in the CCA employee manual
- Strong confidentiality in communications and personal information
- Ability to successfully collaborate with classroom teachers
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the public

Teacher Aide Responsibilities:

Operational
- Assists in supervision of students in the classroom, hallways, lunchroom and the playground, training students to follow our lion Be-Attitudes while loving their neighbor

- Provide assistance to teachers in grading, organizing, and preparing materials on behalf of the teacher to parents, students, and CCA colleagues
- Collaborate with teaching staff as needed to meet the needs of the students through one-on-one or small group instruction
- Treat all information about students as confidential, only to be shared as needed with others on the team.
- Pray for and with the classroom teacher, students, and families
- Other duties as assigned

Family and Community Relations
- Support faculty, families, students, and visitors through effective communication processes and problem-solving efforts maintaining confidentiality

Education and Experience Requirements:
- College education preferred
- Education experience preferred

Working Conditions:
- Primarily classroom environment with the ability to engage with students and teachers

Physical Requirements:
The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry, lift, lower for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

Direct Reports:
- None

Acknowledgement:
I acknowledge that I have read the job description and requirements for the Elementary Teacher Aide position and I certify that I can perform these functions.

Employee/Applicant Signature _____ Date: _____

Administrator Signature _____ Date: _____

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.

Applicants: Please apply [here](#)