

Kindergarten Teacher's Aide

Reports To: Classroom Teacher

Status: Part-time, salaried

Classes: Kindergarten Teacher's Aide, Half-day at the Devonshire Campus

General Job Description: The Teacher's Aide should provide support to the lead teacher and students in an appropriate manner that assists in the overall learning environment of the classroom.

Qualifications & Qualities:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Minimum of High School Diploma required
- Experience in classroom environment as teacher's aide or substitute teacher
- Self-motivated, energetic, organized, flexible individual who desires to relate, nurture, and minister to children
- Displays strong interpersonal skills, written and verbal communication skills, and organizational skills
- Fosters healthy relationships with students, parents, co-workers and administration
- Demonstrates integrity in leadership style and decision-making
- Willing to engage in professional development training as needed

Duties and Responsibilities:

- Help to maintain a safe, clean, attractive, well-ordered classroom and an environment that is conducive to student learning
- Prepare necessary materials and assignments for lessons/activities
- Maintain a professional rapport with students and staff
- Maintain strict confidentiality when it comes to student behavior or academic issues
- Assist the lead teacher in promoting the physical, social, cognitive, spiritual and emotional excellence of their students

- Ensure development of positive relationships with children to help foster good self-esteem, self-discipline and independence
- Praise children when noticing positive actions/ character traits
- Be mindful of his/her words, expressions, actions at all times; words should be chosen carefully when correcting a student; use words of edification
- Attend staff meetings and in service training sessions as requested

Abilities:

- Follow policies and procedures; complete administrative tasks correctly and on time and supports organization's goals and values
- Prioritizes and plans work activities; uses time efficiently and sets goals and objectives
- Meets deadlines; completes work in a timely manner; strives to increase productivity and works quickly

Other Duties:

- Perform clerical duties as assigned
- Supervise students in and out of the classroom
- Other duties as assigned by the lead teacher and Principal within the scope of employment and certifications