



Classroom Assistant

Report to: Director of Academics and Student Programs

Requirements: The candidate for this position is able to profess a personal faith in Jesus Christ as Lord and Savior.

General Responsibilities and Expectations:

This position assists and supports the classroom teacher. Assistants should be available for work during pre- and post- planning periods, and teacher workdays as assigned. Hours of work may be established based on school needs.

Specific Responsibilities:

- Assist the assigned classroom teacher with duties according to a regular schedule as approved by the teachers and Director of Academics and Student Programs.
- Escort students to and from Specials and on field trips
- Assist with lunchroom, carpool, recess, and classroom supervision
- Provide instructional support services to students as requested by the teacher
- Provide clerical support for teachers such as copying, collating, laminating, and filing
- Assist classroom teachers with ordering, stocking, and supplying materials in the classrooms
- Communicate with the classroom teacher regarding student behavior and academic progress
- Serve as the substitute teacher as required
- Actively support school functions and decisions

- Work closely with the classroom teachers to meet student needs and reinforce a loving, nurturing Christian environment
- Ascribes to The Christ School's Biblical Standards for Christian Leaders
- Perform other duties as assigned by the teachers or administration