

# **Job Description for Teacher's Aide**

**Responsible to: Lead Teacher/Director**

## **BRIEF DESCRIPTION:**

This year-round position will begin in January of 2019. Non-instructional (non-certificated) service aides are defined as persons who work directly, under supervision, on tasks which are of a routine non-instructional nature. The teacher's aide helps to reinforce the lessons of the teacher by assisting in activities, but is not responsible for creating or teaching the lesson plans. The purpose of hiring these individuals is to free teachers from routine duties to do a better job of teaching. The teacher's aide is on site to help throughout the day (8:30 a.m. - 5:30 p.m. minimally) with matters such as:

- a) Keeping track of their belongings
- b) Cleaning up materials
- c) Washing up and using toilets
- d) Eating and resting
- e) Prepping for and playing outside

Additionally, as this job is part of a greater ministry of Saints Peter and Paul Lutheran Church, aides are expected to demonstrate Christ's love through their actions. All conduct while in the classroom should be loving and caring.

The teacher's aide is a salaried position, and therefore includes paid time off and insurance options, but does not include overtime. Hours will range between 40 and 50 per week, varying based on educational classroom needs, including meetings and professional development.

## **PREFERRED (NOT REQUIRED) PROFESSIONAL QUALIFICATIONS**

1. One year or more of child development training or experience.

## **PERSONAL QUALIFICATIONS**

1. Have the stamina, both physical and emotional, to work with children
2. Demonstrate initiative and competence in working effectively without close supervision.
3. Have genuine-Christ-like love for children.

## **SELF-MANAGEMENT AND PROFESSIONAL CONDUCT EXPECTATIONS**

1. Be a committed Christian dedicated to meeting the needs of the community.
2. Understand the mission of the center, and see this role as a responsive ministry.
3. Understand that the aide's first priority is to be a positive role model, an example of Christ's love, with a consistent gentle temperament.
4. Approach the job with enthusiasm, ask for help when you need rest.
5. Establish caring relationships with children and families and communicate often.
6. Attend all staff meetings, seminars, and workshops whenever possible.
7. Maintain Red Cross first aid and child and infant CPR certification.
8. Be punctual; this is a salaried position and you are expected to begin work by 8:30 a.m.
9. Call director in a timely manner when ill or otherwise detained and follow sub protocol.
10. Be familiar and comply with policies in the staff manual.

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### **STAFF COOPERATION DUTIES**

1. Support other staff by being a positive role model, treating others with respect and care.
2. Meet with other staff, when asked, for planning and problem solving.

### **CHILD MANAGEMENT DUTIES**

1. Assist in implementing the classroom schedule.
2. Assist in executing fire, tornado, lockdown, and other emergency drills.
3. Allow teachers to handle discipline issues; inform a teacher when you see misbehavior.
4. Supervise and participate in lunch with the children.
5. Assist in setting up rest places and supervising children during nap/rest time.
6. Assist children in prepping for outdoor activities.
7. Directly supervise the children's outdoor and gymnasium activities.
8. Supervise bathroom/toilet use and help as needed.
9. Administer first aid when necessary; assist in reporting all accidents/incidents on forms.
10. Keep room neat and orderly as assigned; report any problems to the director.

### **TO APPLY:**

Contact the Director at [jaimeschuldt@copperluth.org](mailto:jaimeschuldt@copperluth.org) for full application directions.