POSITION OVERVIEW

Job Title: Teacher Aide

Campus: Norfolk Lower School (Norfolk Campus)
Reports to: Director of Lower Schools and Norfolk Campus Assistant Director
Status: Full-time

Job Description

The primary role of the Teacher Aide is to provide instructional assistance and support to students under the direction of the classroom teacher. The secondary role of the Teacher Aide is to perform a variety of administrative tasks as directed by the teacher and Directors.

Qualifications

- General knowledge of the practices, methods, and techniques used in classroom teaching
- Ability to maintain confidential files and information
- Ability to deal effectively with students and co-workers
- Skill in the use of technology and instructional equipment
- Ability to establish and maintain effective working relationships with teachers, parents, and students

Character and Professionalism

- Model a love for Christ and demonstrate spiritual maturity
- Maintain a positive and collaborative rapport with faculty, staff, and administration
- Maintain a clean, modest, professional appearance in accordance with school policy
- Demonstrate an understanding of the intellectual, spiritual, physical, and social developmental needs of young children and interact with students using respect, consideration, and appropriate discipline
- Accept evaluation and redirection and make necessary adjustments when needed

"Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us."
Titus 2:7-8

Character and Professionalism, continued

- Be punctual and dependable in regard to attendance, including notifying appropriate staff of absence or tardiness
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, kindness, perseverance, and self-control

Primary Responsibilities

- Assist in providing individual and small group instruction
- Assist with large group instruction, such as circle time, morning meeting, etc., as needed
- Assist in establishing and maintaining student standards of behavior
- Assist in the preparation of instructional materials and support their use by students
- Help plan daily and long-range lesson and classroom activities, as directed by the teacher
- Alert the teacher to special needs of individual students
- Help maintain individual records for each student
- Help keep students on task and engaged with instruction or individual work
- Assist the classroom teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students
- Direct all parent questions concerning academics, behavior, progress, etc., to teacher
- Provide supervision for students in the absence of the teacher
- Assist students in the use of technology and classroom equipment
- Greet students upon arrival to school and assist with morning work tasks

Secondary Responsibilities

- Photocopy instructional materials, newsletters, etc.
- Check and maintain daily student folders/notebooks for parent communication and homework
- Keep records for attendance, field trips, collection of money, completion of homework
- Answer parent communication concerning non-academic/behavioral questions as directed by the teacher
- Select and check out library materials for teacher's use
- Provide escort and supervision to students as needed to resource classes, playground, lunchroom, etc.
- Assist with the display of student work, classroom decoration, and bulletin boards
- Other duties as directed by the teacher or Directors.