



NAMPA CHRISTIAN SCHOOLS

11920 W. Flamingo Ave.

Nampa, ID 83651

(208) 466-8421

Teacher Aide

General Description

Job summary: Nampa Christian Elementary School is seeking a part-time Teacher Aide for the remainder of the 2015-2016 school year.

Reports to: Elementary Principal.

Evaluated: An annual written evaluation is provided by the Elementary Principal.

Type of position: This is a contracted, exempt employee that is paid on a salaried basis.

Essential Job Functions-Accountabilities

It is expected that the teacher aide will...

Spiritual Leadership

- Ensure that the classroom work environment is Christian-based, nurturing, wholesome and loving.

Professional Responsibilities

- Be available to the teachers during assigned hours for whatever tasks they may assign.
- Assist teacher in small-group instruction to reinforce specific skills.
- Walk around and monitor student work to help maintain discipline and children's focus on the task at hand.
- Give individual help to students as needed, or tutor a child in a specific skill.
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging, and administering minor first aid.
- Correct, score, and record the results of student work to offer more immediate feedback to the

student.

- Assist the teacher in playground duty and lunch duty.
- Run copies and prepare class materials for student use, crafts, and other uses.
- Relieve the teacher briefly for conferences or planning sessions.
- Help ensure that the classroom area reflects a professional and Christian environment.
- Help keep classroom and cubby areas clean and sanitary.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Assist in keeping proper discipline in the classroom and on the school premises for a good learning environment.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Know the procedures for dealing with emergency situations in the classroom and school. Assist when the school conducts required emergency safety drills.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the teacher in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the teacher in an earnest effort to resolve differences of opinion when they exist.

Additional Duties or Responsibilities

It is expected that the teacher aide will ...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Perform any other duties that may be assigned by the administration.