



TEACHER ASSISTANT JOB DESCRIPTION

GENERAL DESCRIPTION

- GOAL:** Support the Lead Teacher by aiding in providing Downtown Academy children with an education that develops in them the knowledge and the character foundation to rightly pursue their purpose in glorifying God.
- OVERVIEW:** The Downtown Academy Teacher Assistant is a college graduate, highly energetic, and dedicated to serving Christ through loving impoverished children.
- CONTRACT:** Downtown Academy Board upon recommendation of the Head of School for one year.
- REPORTS TO:** Head of School
- SUPERVISES:** Volunteers and students as designated by the Head of School
- EVALUATION:** Teacher Assistant performance will be evaluated in accordance with the provision of the Board's policy on Evaluation of Professional Personnel.

REQUIRED PERSONAL QUALITIES

The Teacher Assistant shall:

1. Have made a public profession of Christ as his/her Savior from the penalty of sin.
2. Hold to the Bible as God's holy, unchanging, inerrant, Word and the standard for faith and daily living.
3. Reflect Christ in attitude, speech, and actions towards others.
4. Be a member in good standing of a local Christian church whose statement of faith is concurrent with that of Downtown Academy.
5. Demonstrate the importance of Scripture study and memorization, prayer, theology, and unity in the Body of Christ.
6. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
7. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
8. Meet everyday stress with emotional stability, objectivity, and optimism.
9. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
10. Use acceptable English in written and oral communication. Speak with clear articulation.
11. Respectfully submit and be loyal to constituted authority.
12. Notify the administration of any policy he/she is unable to support.
13. Refuse to use or circulate confidential information inappropriately.
14. Place his/her teaching ministry ahead of other jobs or volunteer activities.

GENERAL RESPONSIBILITIES

The Teacher Assistant shall:

1. Assist the Lead Teacher in establishing and maintaining a harmonious classroom.
2. Help in establishing and maintaining Downtown Academy classroom culture, paying

KNOWLEDGE. CHARACTER. PURPOSE.

particular attention to the individual needs of children.

3. Carefully observe and keep records of each learner's individual progression through the classroom always being available to offer gentle guidance.
4. Participate in staff meetings.
5. Participate in all school events and conferences.

RESPONSIBILITIES TO THE LEAD TEACHER

The Teacher Assistant shall:

1. Assist the lead teacher with the children in their learning and understanding of the curriculum.
2. Be informed and carry out duties as assigned by the Lead Teacher.
3. Be familiar with the Parent's and Staff Handbooks.
4. Inform the Lead Teacher of any classroom difficulties, including discipline, health, equipment needs, repair and maintenance.
5. Meet the Lead Teacher to discuss goals for the class and individual children.

RESPONSIBILITIES TO THE CHILDREN AND PARENTS

The Teacher Assistant shall:

1. Keep information confidential.
2. Be professional and positive in all dealings with children and parents.
3. Share all information from parents with the Lead Teacher.
4. Allow the children to be as independent as possible and try not to be an obstacle in their growth.

SUPPLEMENTAL FUNCTIONS

The Teacher Assistant shall:

1. Supervise extracurricular activities, organizations and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions at Downtown Academy.
4. Support the broader program of Downtown Academy by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the Head of School.

REQUIREMENTS

The Teacher Assistant shall:

1. Handle work which deals mostly with people, objects, equipment in a general setting; depth perception and field of vision are important.
2. Bend, stoop, twist, turn, reach, lift (up to 50 pounds), carry, pull, push, climb, and kneel; walking and standing approximately 50-75% of each shift.
3. Recognize differences in sound, such as voices/noises that are loud and playful instead of angry and combative; ability to differentiate tones and volumes in conversation.
4. Use up to 100 pounds of force occasionally, and/or up to 10 pounds of force continuously to move objects and/or people.
5. Perform child restraint as necessary if that child is going to harm themselves or others.

6. Perform duties with moderate to no supervision though the supervisor is usually available; most tasks are governed by standard practices, however some are not; therefore, innovative thinking is required.
7. Handle multiple tasks with energy and good organizational skills.
8. Drive assigned vehicle with appropriate state driver's license; follow all laws applicable.
9. Be familiar with CPR and First Aid practices.
10. Maintain sufficient good health to properly discharge duties consistently; employees who have an infectious disease or skin lesion shall not be permitted to work for the duration of the communicability in the hallways or in other places in the building as they move from one location to another location.

RESPONSIBILITIES TO THE CLASSROOM

The Teacher Assistant shall ensure the classroom is always tidy.

DRESS

Professional attire; no sweats, jeans, clothing with holes, etc. Be prepared to sit on the floor and avoid jewelry that can be a distraction to the children.

ABSENCE

Notify the Lead Teacher or the Head of School as soon as possible so that a substitute can be arranged.

HOURS

7:30am-3:30pm including a half hour lunch break

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.