



Title: Lower School Aide

Reports to: Classroom Teacher and Lower School Principal

Supervises: Students

Status: full time or part time

Position Summary:

The person holding this position must be a Christ follower who loves to partner with teachers and parents in leading and guiding students in the areas of academics, character development, and spiritual growth. This position requires an intuitive nature that foresees student and teacher needs, as well as, the ability to follow directions thoroughly.

Requirements

Spiritual: Be a professing born-again, Bible believing Christian and in regular attendance at Bible believing church. Also, be in agreement with DCA Statement of Faith and Biblical Morality Standards (See Terms of Employment).

Education: High school diploma or equivalent.

Experience: One year or more of experience with elementary age children either in a church setting or in a school setting is preferred.

Skills: excellent communication skills, ability to use basic office equipment, confidence to work with small groups of children under the direction of the teacher, the confidence to lead and direct students in group activities such as recess and lunch time, receive direction from cooperating teachers and staff members, know and follow procedures for emergency management

Essential Responsibilities and Duties:

1. Supervise students at recess and lunch as well as assist the classroom teacher with direct supervision of students in the classroom.
2. Receive direction from the classroom teacher and other school administrators as to daily activities, follow the schedule created by the principal.
3. Always report to duty assignments in a prompt manner.
4. Assist the classroom teacher with classroom management, monitoring and instructing groups, and individual students as needed.
5. Assist the teacher with maintaining a clean, attractive and well-ordered classroom.
6. Represent the school in a favorable and professional manner.
7. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity, and consideration.



8. Follow the Matthew 18 principle for dealing with conflict.
9. Attend all required staff and faculty meetings and training.
10. Know procedures for dealing with emergency issues.

Collaborative Responsibilities and Duties:

1. Recess duty
2. Lunch duty

Evaluation Method and Frequency:

1. Yearly evaluation by cooperating teacher and the grade level principal.

Signed - Classroom Aide Date

Printed - Classroom Aide Date