



## **General Staff Job Description – Classroom Aide**

This position reports to the building principal. The classroom aide prayerfully helps students learn subject matter, skills, and attitudes that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.

This job description is not an exhaustive list of duties, and the school board and administration may ask employees to complete tasks outside of this scope.

### **Qualifications**

- Minimum of a High School Diploma or degree in an education related field, or seeking such qualification
- State teaching or aid certificate or ACSI teacher or aid certificate
- A strong clear Christian testimony
- A lifestyle of biblical integrity
- Acceptance without reservation of the Employment Contract, Statement of Faith , and Declaration and Agreement to Ethical and Moral Integrity

### **Duties and Responsibilities**

#### **Spiritual**

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Actively involved in church
- Follows Matthew 18 principle in dealing with interpersonal conflict
- Encourages students to accept God's gift of salvation and grow in their faith

#### **Instructional**

- Effectively partners with parents
- Ministers to the whole child—spiritual, intellectual, physical, social, emotional.
- Maintains environment conducive to student learning

- Assists with activities assigned and scheduled by the administrator
- Demonstrates mastery of the assigned job
- Uses effective methods to challenge students achieve promote learning
- Effectively utilizes technology

### **Non-instructional and Professional**

- Adheres to all policies and procedures governing the operation of the school
- Proactively communicates with parents and administrators
- Accepts a share of responsibility for extracurricular activities as assigned
- Pursues professional development opportunities
- Attends and arrives punctually to scheduled devotional, committee, faculty/staff meetings
- Maintains professional dress and appearance
- Uses standard English in written and oral communication

### **Personal**

- Demonstrates the character qualities of courtesy, friendliness, flexibility, integrity, gratitude, and perseverance
- Meets everyday stress with emotional stability
- Submits respectfully and is loyal to constituted authority
- Represents the school in a favorable and professional manner to its constituency