

## JOB DESCRIPTION

# Teaching Assistant



The Teaching Assistant is committed to honoring Christ by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. The Teaching Assistant ensure that the classroom work environment is Christian-based, nurturing, wholesome and loving while assisting the teacher.

*Cherry Hills Christian School awakens the educational experience by preparing students to live fully for God in a rapidly changing world, knowing they are His masterpieces, uniquely designed for His purpose. Fully Known, Fully Loved, Fully His...Heart, Soul, Mind, Strength.*

## RESPONSIBILITIES

### Model a Growing and Vibrant Relationship with Christ

- Pursue full devotion to Christ and live the life we are inviting others to live
- Manifest the fruit of the Spirit in work habits and relationships
- Pursue spiritual growth through community and daily devotions
- Embody other-centered, servant-leadership in all interactions

### Demonstrate Commitment to Cherry Hills Christian School

- Be an active, engaged member of the school community
- Attend and serve at school-wide, all-hands-on-deck events (Examples: Meet & Greet, Back to School Night, etc.)
- Accept and uphold CHC's Essentials of Faith

### **Efficiently Work With and Lead Alongside Grade Level Teachers**

- Be available for teachers during assigned hours for classroom tasks, including small groups and one-on-one instruction.
- Run copies and prepare class materials for student use, craft or other uses.
- Supervise lunch and recess.
- Relieve the teacher briefly for conferences or planning sessions.
- Understand and implement all building emergency procedures.

### **Cultivate Positive Relationships with Children and Families**

- Connect relationally with children and families in all interactions.
- Assist in caring for a child's special needs, such as tying shoes, consoling, encouraging and administering minor first aid.
- Represent Cherry Hills Christian in a favorable and professional manner.
- Pray for the children and families you serve.

### **Ensure Accurate, Timely Response to Communication Requests (Phone or Email)**

- Manage email, voicemail, and communication requests in a timely, thorough manner.
- Build trust by maintaining confidence of information.
- Respond to all communication with professionalism, discretion, and a service orientation.

### **Other Administrative Responsibilities**

- Is knowledgeable of Cherry Hills Christian policies and procedures to assist with day-to-day operations
- Assists in overseeing the maintenance of a clean, safe environment for school operations
- Helps staff, students and volunteers function efficiently and effectively
- Understands supervision and how to lead in a positive manner  
Assists in keeping proper discipline in the classroom and on the school premises to cultivate a positive academic environment
- Respects professional ethics that require confidentiality concerning the sharing of information about children, parents or staff

## Demonstrate a Commitment to Growth

- Receive and apply training and development from the Head of School and other professional development opportunities
- Attend department and all-staff meetings
- Demonstrate teachability and receptiveness to feedback

## Model Servant Leadership and Exhibit a Helpful, Joyful Attitude

## Perform Other Duties and Tasks as Assigned

## SPIRITUAL GIFTS

God equips every Christ-follower with spiritual gifts to serve and strengthen the body of Christ and to partner with Him in the advancement of His kingdom.

The following spiritual gifts are recommended for this role: Service, Administration and Mercy

## QUALIFICATIONS

- Must have a strong and growing relationship with Jesus Christ and it should be evident in both the personal and professional life
- Must agree to the mission statement, values, and faith statement
- Must be able to uphold and support the mission statement, values, and faith statement
- High School Diploma
- Must have a flexible attitude with a servant's heart

**POSITION TYPE:** Part-time, non-exempt

**HOURS PER WEEK:** 18-20 (follows school calendar)

**SUPERVISOR:** Director of Lower School

**BENEFITS:** PTO, Sick time