

Job Description

Position: ELA Classroom Assistant **Primary Reporting Relationship:** ELA Director
Classification: Part-Time, Non-exempt **Secondary Reporting Relationships:** Classroom Teacher
Ministry Areas: Early Learning Academy
Interfaces: Students, parents, administrators, staff, other stakeholders as appropriate

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Classroom Assistant will prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Responsibilities:

- Reflect the purpose of the school which is to honor Christ in every class and in every activity
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities
- Represent the school in a favorable and professional manner
- Lead students to a realization of their self-worth in Christ
- Utilize educational opportunities and evaluation processes for professional growth
- Perform any other teaching-related duties that may be assigned by the administration
- Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school

Personal/Educational

- Follow the ELA program guidelines as outlined in the Staff Handbook and policies and procedures listed in ELA Parent Handbook
- Follow the most current DFPS Minimum Standards For Child Care Centers
- Work in a positive team atmosphere, accepting instruction and assignments from team lead and/or admin team
- Establish and maintain an effective positive working relationship with ELA staff, parents, and students
- Communicate effectively in person and in writing to parents via email, weekly newsletter, and everyday correspondence

Classroom Teaching and Management

- Assist teacher in implementing assigned curriculum P2: Frog Street Toddlers, K3: Frog Street K3, K4: OWL, Bridge: OWL. Handwriting Without Tears, Write Out of The Box, Gospel Light
- Follow teacher's instruction for assisting children in center time / group activities / outside time
- Model positive self-control
- Assume the teacher's role if teacher is absent
- Implement classroom management techniques provided in curriculum as directed by teacher
- Implement conscious discipline techniques provided in curriculum as directed by teacher
- Demonstrate a knowledge and understanding of child development
- Demonstrate techniques for smooth transition times as directed by teacher
- Keep accurate attendance totals at all times
- Maintain control of ELA restroom procedures at all times
- Maintain an engaging atmosphere during center time as directed by teacher
- Maintain an engaging atmosphere during group times as directed by teacher

Health and Safety

- As per ELA requirements, maintain current student emergency bag
- Follow requirements for sanitizing and disinfecting furniture, toys, and nap mats as found in Minimum Standards
- Follow requirements for snack distribution and lunch assistance as found in Minimum Standards
- Follow requirements for washing hands as found in Minimum Standards
- Follow requirements for staff / student ratios as found in Minimum Standards
- Follow all procedures for dealing with illness / injury / incidents
- Know and follow ELA requirements for returning to work after illness
- All employees must be able to communicate clearly and effectively
- All employees must know and follow all emergency procedures
- Fill out Daily Classroom Checklist as directed by teacher / admin

Required Skills and Abilities:

- Minimum Associates Degree (education / early childhood) or CDA, BS or BA in early childhood preferred
- 2+ years' experience working with preschool or kindergarten students
- Complete a minimum of 24 hours of training in the area of early childhood education within five months of hire date
- Complete 18 hours of pre-service training before working with children (hours obtained elsewhere may be used if completed within the last year - upon approval from ELA admin)
- Complete CPR, First Aid before working with children
- Complete course on recognizing and reporting child abuse / neglect before working with children
- Complete ELA Orientation before working with children
- Dependability and punctuality.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. All employees must be able to lift a minimum of 25 lbs., stand for 30 minutes at a time, sit on the floor or in a 12" -16" chair, bend at the waist and squat while attending to children, walk at a steady pace and possess the physical stamina and agility to work with young children

This position requires standing, balancing, walking, kneeling, stooping, crouching, pushing, pulling, lifting and reaching. The employee in this position will be required to use fingers and hands to work including picking, pinching and typing, grasping, feeling, and repetitive motions of the wrists, hands, and or fingers. The employee in this position must be able to exert up to 50lbs of force occasionally, and/or up to 30lbs of force frequently. Specific vision abilities required for this job include using close visual acuity to perform an activity such as: preparing and analyzing data; transcribing; reading; and visual inspection of small parts.

Work Environment

While performing the duties of this job, the employee will be exposed to environmental conditions. Activities will occur both inside and outside with protection from weather conditions but not necessarily temperature changes. The employee in this position will be subject to ambient noise causing the employee to shout in order to be heard above the noise level.

I have received, reviewed and fully understand the job description for the **ELA Classroom Assistant** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____

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