

TEACHER'S AIDE

Name of Applicant: _____ Category: Hourly / Salary
Credentials: _____ Department: _____ Church/School
Wage Rate: _____ Hourly / Monthly Number of Hours per Week: _____
Supervisor: _____ Supervisor's Title: _____

JOB OVERVIEW:

Provide assistance to the classroom teacher to ensure appropriate supervision and management of children. The teacher's aide needs to be a member of the Seventh-day Adventist Church and attend one of the constituent churches of the school. I attend the _____ Church on a regular basis.

RESPONSIBILITIES shall include, but not be limited to the following:

1. Assisting in the implementation of the daily program under the direction of the teacher.
2. Assisting in the planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
3. Supervising the classroom when the teacher is out of the room.
4. Helping with general housekeeping and kitchen task.
5. Assisting the teacher in any other appropriate ways.
6. Maintaining professional attitudes and loyalty to the school.
7. Treating all children with dignity and respect.
8. Attending all staff meetings and recommended training programs and conferences.
9. Participating in professional workshops that work for the improvement of early childhood education.
10. Maintaining confidentiality about children, their families, and other employees outside the school.
11. Supervising outside playground activities.
12. Helping with the operations of audio/visual aids (projectors, etc.).
13. Follow directions given by head teacher or immediate supervisor.
14. Immediately reporting any on-the-job injury to the church/school treasurer or pastor.
15. Accurately recording all hours worked and submitting those hours on a time report to the school treasurer by _____ of each month.
16. Requesting permission to work overtime from the head teacher prior to working more than 40 hours in one week.

QUALIFICATIONS:

The person selected for this position will be responsible for assisting a classroom teacher in the general supervision and management of the children. The person selected for this position shall be at least 18 years of age and in the process of becoming professionally prepared to supervise young children. This person must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's education philosophy. The person selected for this position shall be able to speak, read, and write English fluently.

PHYSICAL REQUIREMENTS:

Ability to stand and/or walk several hours at a time. Ability to bend and reach over head. Ability to occasionally lift up to 40 pounds.

Statement of Understanding: I have read the job description and understand the duties and responsibilities outlined. I understand it is my responsibility to act in the best interest of the school.

Date _____ Employee's Signature _____