

ASSISTANT TEACHER JOB DESCRIPTION

Title: Assistant Teacher

Purpose: To assist the teacher in educating the students at New Tampa Christian Academy from a Christian worldview according to the curriculum provided by the NTCA School Board, and to help the children grow in wisdom, stature, and in their relationships with God and each other

Qualifications

Abilities:

- A person with gifts and passion for children
- One who can assist in organizing and managing the classroom
- One who interacts with and relates well to parents, staff and children
- One who can communicate Bible truth in an age-appropriate manner
- One who is physically capable of diaper changing, lifting, holding, and bending down to children's level.

Beliefs

- Profess a personal relationship with Jesus Christ and demonstrate this in daily life; not a new convert
- Evidence of a desire to maintain godly character consistent with I Timothy 3:1-7 and Titus 1:5-9
- Support the mission of Tampa Bay Presbyterian Church: To bring people to Jesus Christ and membership in his church family, develop them to Christlike maturity, equip them for their ministry in the church and life mission in the world, in order to magnify God's name

Responsibilities

General

- Assist in teaching the students from a Christian worldview according to the curriculum provided by the School Board of NTCA
- Report directly to and perform all duties and tasks as instructed by the teacher or teaching team
- Obtain training hours needed to maintain certification as required by Hillsborough county
- Arrive ½ hour prior to student arrival time for prayer, devotions, classroom readiness and stay ½ hour after student departure time for cleanup and next day classroom readiness
- Follow NTCA policy in regard to: student discipline, fire drills, and dress code
- Maintain cleanliness in the classroom and hallways
- Oversee and encourage the spiritual growth of the students
- Participate in staff and school evaluations

Specific (Assistant Teacher duties may include the following)

- Good communication between all teachers you help on a regular basis is essential
- Set up classroom(s) for the day and collect needed teaching, art, and snack supplies
- Clean and sanitize furnishings and toys, as needed
- Know students' names and interact appropriately with them
- Assist with redirecting and correcting students
- Follow the lead teacher's classroom schedule and lesson plans so that you can appropriately anticipate needs

- Make copies of classroom materials, as needed
- Assist the teacher in preparing classroom materials, bulletin boards, artwork displays
- Supervise the personal care of students, ie. diapering, toileting, handwashing
- Supervise children during arrival and dismissal
- Coordinate with the teaching team and other assistant teachers to cover emergencies, special needs, and/or general classroom supervision
- Work with the teaching team to develop a schedule and follow it accordingly
- Handle classroom disruptions so that the teacher is able to teach
- Participate in teaching activities with individuals or small groups as directed by teacher
- Assist teacher in cleaning-up the classroom through-out the day and at the end of the days
- Respond to emergency requests from any teacher
- Direct parents who have questions to the teacher

Meetings

- Daily prayer and devotional meetings
- Monthly faculty meetings
- Curriculum or coordination meetings as needed

Review / Performance Evaluations

- Initial review is 30 days from the date of hiring
- Follow-up review in 6 months
- Annual review thereafter in the late Spring

Evaluation Criteria

- The effectiveness of the Assistant will be evaluated according to objectives including the following and as specified on the assistant teacher evaluation
- Professional behaviors
- Instructional techniques
- Classroom management

Compensation

- Hourly wage: commensurate with experience
- Medical insurance / benefits: none
- Continuing education: evaluated upon request