



Title: Teacher Assistant - Elementary Classroom

Work Year: August - May

Work Hours: 8:30 AM - 3:30 PM, Monday-Thursday; Total of 28 hours.

Pay Rate: \$15.00 per hour

Reports To: Classroom Teacher and School Principal

Job Summary:

The elementary classroom teacher assistant supports the classroom teacher in creating a positive and effective learning environment. This role involves assisting with instructional tasks, classroom management, and providing individual support to students. The ideal candidate will be a dedicated Christian role model both on and off campus, have a passion for working with children, strong organizational skills, and the ability to work collaboratively with teachers and staff.

Qualifications:

- High school diploma or equivalent; associate's degree or higher preferred
- Experience working with children in an educational setting
- Strong communication and interpersonal skills
- Ability to follow instructions and work collaboratively with the classroom teacher
- Patience, flexibility, and a positive attitude
- Basic proficiency in educational technology and software
- CPR and First Aid certification is a plus
- Dedicated Christian role model that upholds the standards of the Seventh-day Adventist Church, has a proven ability to work with students, and desires to share Jesus Christ with them.

General Responsibilities:

- Assist the classroom teacher in implementing instructional activities and lesson plans.
- Support the academic and social development of students
- Maintain a safe and orderly classroom environment
- Provide individual and small group instruction as directed by the classroom teacher.
- Self-motivated with the ability to perceive what needs to be done and carry out the task

- to completion.
- Perform administrative and clerical tasks to support classroom activities.

Specific Duties and Responsibilities:

- **Instructional Support:** Assist with the preparation and delivery of instructional materials and activities, including setting up learning centers, preparing worksheets, and organizing supplies
- **Student Assistance:** Provide individual and small group support to students who need additional help with assignments, projects, or activities
- **Classroom Management:** Help maintain a positive and orderly classroom environment by monitoring student behavior, enforcing classroom rules, and assisting with transitions between activities
- **Supervision:** Supervise students during recess, lunch, and other non-instructional times to ensure their safety and well-being
- **Clerical Duties:** Perform administrative tasks such as copying, filing, and organizing student work, as well as maintaining classroom records and attendance
- **Communication:** Communicate effectively with the classroom teacher, other staff members, and parents as needed to support student learning and development
- **Support for Special Needs:** Provide support to students with special needs, following individualized education plans (IEPs) and accommodations as directed by the classroom teacher
- **Classroom Setup:** Assist with the setup and cleanup of classroom activities and projects, ensuring materials and supplies are ready for use

OTHER DUTIES

- Any other duties or tasks as requested by your supervisor

Evaluation:

Performance evaluations will be conducted twice yearly by the Classroom Teacher and School Principal.