**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Teacher’s Aide**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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| **Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

Job Overview

The Teacher’s Aide’s position is to support school ministry by being responsible to provide assistance to the classroom teacher to ensure appropriate supervision and management of children. The teacher’s aide is a member of the Seventh-day Adventist Church and attends one of the constituent churches of the school. His/her ministerial role is vital to the faith formation of the next generation of children he/she oversees. The position requires knowledge of school policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the Board of Education and home teacher. Work is performed with minimal supervision. Assignments are performed essentially independently, referring problems, concerns, etc., to the supervisor for help. May supervise others.

Essential Job Functions

The Teacher’s Aide’s responsibilities shall include, but are not limited to the following:

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

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* A willingness to share their Christian testimony and instruct others in the faith
* Operational knowledge of the Internet and web-related technologies
* Biblical knowledge required

Knowledge and Skills

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

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Some bending, kneeling, carrying of light items, reaching over-head etc. required
* Frequent walking, standing, stooping, lifting up to approximately 30 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds may be required
* Some tasks require visual perception and discrimination

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated. Occasional travel with students on field trips may be necessary.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**