VALLEY CHRISTIAN ACADEMY

Employee Job Description
Position Title: *Teacher's Aide*

Upon the approval of the Administrator, this is a part-time position subject to the following parameters and compliance to the VCA Terms of Employment.

Directly responsible to: Teacher **Supervises:** None

Hours/Days: Classroom: 4.5 hours per day during the school year to be scheduled with the classroom teacher.

Other: May provide morning supervision before school begins and supervision in the lunchroom as needed.

Evaluation: Performance will be evaluated by the supervisor in accordance with established evaluation forms, procedures, and this job description.

2/2012

I. General

An aide assists the teacher in clerical or other ways to be a "teacher's right hand man." Remembering that the servant cannot be greater than his master is a rule of thumb that must be followed if peaceful and optimum learning conditions are to reign in the classroom.

II. Qualifications

A. Have received Jesus Christ as personal Savior and Lord, be active in a Bible-believing church, lead a separated life, and display Christian maturity, as a positive example to others in personal conduct and Christian walk.
B. Agree with Valley Christian Academy's Statement of Faith.
C. Have spiritual maturity with professional credentials and life experiences necessary to "train up a child in the way he should go."
D. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
E. Have on file: completed application, letter or notice of inquiry, transcript if requested, or other information as requested by the administration.
F. Have experience (working or volunteering) in a school environment (preferred).
G. Possess a sincere interest in children and the school.
H. Provide a physician's statement of ability to execute position, if required.

III. Responsibilities

A. The Teacher's Aide shall complete duties delegated by the assigned teacher(s). Possibilities include:
   1. Grade papers
   2. Install bulletin boards
   3. Cleanup
   4. Assist with attendance or lunch orders
   5. Assist with the learning process--individually or small groups
   6. Listening to Bible Memory Verses

B. The Teacher's Aide shall not have responsibilities in these areas unless specifically directed by the teacher:
   1. Teaching
   2. Putting grades in grade book
   3. Parental communication
   4. Direct discipline

C. Other duties as assigned by the supervisor and/or administration.