



Job Description Teacher's Aide

General duties for a teacher's aide are to support classroom instruction by assisting the teacher(s). These duties include, but are not limited to:

1. Follow the schedule for rotating between classrooms as assigned
2. Assist teachers during program activities such as:
 - a. Lead a small or large group or one-on-one time as assigned by the teachers
 - b. Monitor, assist, and lead children during indoor and outdoor play, meal and snack time, and on field trips as assigned by the teachers
 - c. Know and consistently carry out all classroom systems
 - d. Reinforce school-appropriate behavior in each child
 - e. Assist with bathroom breaks
 - f. Train the children to use quiet voices and calm exchanges between students by modeling peaceful, intentional interactions
 - g. Calmly redirect disruptive students to the appropriate, established system needed at that time
 - h. Communicate with the children formally and informally about the Lord while following Foundations guidelines for how that is to happen in different classrooms
 - i. Assist with preparation of instructional materials as needed, such as copying, preparing lesson materials, gathering supplies, etc.
 - j. Maintain clean and organized environments with ongoing cleaning and straightening
3. Know and follow all of Foundations and other accrediting agencies policies and procedures
4. Maintain positive relationships with partners, volunteers, visitors, board members, other staff, and families in the program
5. The teacher's aide may be asked to assist with office tasks by the Director/HOS as needed

To be hired as a teacher's assistant, one must meet all the following requirements:

1. Be at least 19 years old
2. Possess a high school diploma or GED
3. Submit to background check
4. Have a heart for the urban community and be willing to participate in ongoing training in matters related to serving in an urban setting
5. Have a love for the Lord Jesus Christ
6. Be committed to Christian pre-school education for children and their families
7. Recommended but not required to possess experience working in early childhood or experience in other approved setting