



Teacher Assistant Job Description

The Teacher Assistant will have experience and be skilled in assisting the teacher in various subjects. The Teacher Assistant will be a person of spiritual maturity and will reflect the mission, vision, and values of New Life Christian School.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe and actively support the school's statement of faith
- Be a Christian role model in attitude, speech, and actions towards others
- Actively participate in a local Bible-believing church

Required Professional Qualities

- Possess a high school diploma or equivalent
- Maintain current infant/child CPR and first aid certification
- Prior job experience working with young children

Academic Leadership

- Assist the teacher to carry out the lesson plans, which should reflect the program's curriculum and Christian values and standards
- Responsible for assisting with the daily execution of all classroom and outdoor activities
- Give full attention to the class, and be responsible for the safety and well-being of the children

Professional Leadership

- Attend morning devotions, staff meetings, and training programs as deemed necessary by the Head of School and Principal
- Attend Open Houses and other special events
- Help lead indoor and outdoor activities that are planned by the teacher
- Supervise the play area, and guide children into safe play activities
- Help the teacher conduct required emergency safety drills in coordination with school leadership

Other Responsibilities

- Assist in maintaining a clean, attractive, and well-ordered classroom
- Perform routine first aid and seek assistance for non-routine illnesses and injuries
- Assist the teacher with the end-of-year school closing process, such as the organizing of materials and supplies, inventory of equipment and supplies, and upkeep of equipment



NEW LIFE
CHRISTIAN SCHOOL

Physical Demands

- The school is a multi-level facility, which requires negotiating flights of stairs regularly and walking around the buildings and grounds for supervision.
- Must be able to sit or stand for extended periods, have the skill of hands and fingers to operate office equipment, and lift at least 25 pounds
- On occasion, must be able to work longer hours than a typical day for events such as back-school night, parent-teacher conferences, team meetings, open houses, graduation or other meeting/ functions in the evening.