

JOB TITLE	Instructional Assistant
REPORTS TO	Head of School/Principal
UNIT	Administration
CLASSIFICATION	Full-time, Salary - Exempt 10-month Employee
SUPERVISES	Classroom students, school activities, duty assignments

Mission: To develop Christian world-changers who are rooted in faith, committed to service, and dedicated to academic excellence.

Position Summary

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

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

Essential Job Functions - Accountabilities

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

Academic Leadership

- Assist the teacher in implementing the lesson plans reflecting the program's curriculum, 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
- Has a conviction that God has called him/her to Christian school ministry
- Reflect on the purpose of the school, which is to honor Christ in every class and every activity

- Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling
- Maintain high ethics, honesty, and integrity standards in all personal and professional matters
- Follow Matthew 18 principles when dealing with conflict with students, parents, staff, and administration

Professional Leadership

- Help lead indoor and outdoor activities 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

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
- Participate in continuous professional development through professional reading, in-services, workshops, and training
- Participate in beginning-of-year staff orientation, staff devotions, meetings, and special events

Statement of Faith:

- We believe the Bible is God-inspired.
- We believe God is Triune: Father, Son, and Holy Ghost.
- We believe that man was created in the image of God but that by voluntary disobedience, he fell from perfection.
- We believe that, while we were sinners, Christ died for us, signing the pardon of all who believe in him.
- We believe that we have no righteousness and must come to God pleading the righteousness of Christ.
- We believe that we are justified before God upon sincere repentance and a whole-hearted acceptance of Christ.
- We believe that the change, which takes place in the heart and life at conversion, is very real.
- We believe that it is the will of God that we are sanctified daily, constantly growing in the faith.
- We believe baptism by immersion is an outward sign of an inward work.
- We believe in commemorating the Lord's Supper through the symbolic use of the bread and juice of the vine.
- We believe that the baptism of the Holy Spirit is to endue the believer with power; and that His incoming is after the same manner as in the time of Christ and his disciples..
- We believe that it is the will of God that we walk in the Spirit daily.
- We believe that the Holy Spirit has gifts to bestow upon the Christian; and that we should show spiritual fruit as evidence of a Spirit-filled life.
- We believe that the experience and daily walk of the believer should never lead him into extremes of fanaticism.

- We believe that divine healing is the power of Christ to heal the sick in answer to the prayer of faith.
- We believe that the second coming of Christ is personal and imminent.
- We believe it is our sacred duty to identify ourselves with the visible church of Christ.
- We believe that all rulers should be upheld at all times except in things opposed to the will of God.
- We believe that all shall stand some day before the judgment seat of God and there receive eternal life or death.
- We believe that heaven is the glorious eternal home of born-again believers.
- We believe that hell is the place of eternal torment for all who reject Christ as the Savior.
- We believe that soul-winning is the most important responsibility of the Church.
- We believe that the method ordained of God for the support and spreading of His cause is by giving tithes and free-will offerings.

Core Values

- Love God
- Love People
- Pursue Excellence
- Choose Joy
- Honor Others
- Work Together

Physical Requirements to Fulfill the Essential Functions of this Position

Physical Demands

- The school is a multi-level facility, which requires the Performing Arts Teacher to negotiate flights of stairs regularly and supervise students by walking around the buildings and grounds.
- Candidates must be able to sit or stand for extended periods, operate office equipment with dexterity of hands and fingers, and lift at least 25 pounds.
- Occasionally, the Performing Arts Teacher must be able to work longer hours than a typical day for events such as evening meetings/functions/rehearsals.