



Classroom Aid – Kindergarten

Revised - September 2020

The role of teacher's aide is to support the kindergarten teacher in providing and achieving the learning objectives in all curriculum areas and ensuring physical and emotional safety of the classroom environment. The teacher's aide supports a classroom environment in which the love of Jesus permeates all activities and interactions in pursuit of intellectual, social, physical, emotional, and spiritual growth and maturation.

Qualifications:

- A personal relationship with Jesus Christ and a solid foundation in God's Word
- A servant's heart that loves the Lord and His children
- Be at least 18 years of age **and**
- High School Diploma or equivalent **and/or**
- Have at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child care center or other approved early childhood setting
- CPR, First Aid Certified or willing to obtain certification upon hire

Responsible To: Principal and Lead Teacher

As a spiritual leader, the educational assistant shall:

- Continue to develop a personal relationship with Jesus Christ through worship and prayer, and seek out opportunities to read and study the Word of God and humbly put the Word into practice through willing obedience;
- Commit to, and invest in, the mission and ministry of Trinity Lutheran Church transcending position or title;
- Exemplify a Christian faith and life, both within the church and in the larger community;
- Cultivate a deep love for God's people and treat them with respect;
- Resolve differences with others in obedience to Matthew 18;
- Work with a humble spirit as a servant of Christ;
- Work with integrity in all matters, large and small;
- Provide proper care and concern for his/her family;

Essential Functions for classroom stewardship:

- Provide assistance on an individual or small group basis under teacher direction for instructional objectives;

- Help students with materials, concepts, or directions during instruction, independent work, and play time. Provide mindful interactions and responsive care to each child;
- Maintain an environment that meets the developmental, emotional, and safety needs of each child;
- Effectively communicate with styles and behaviors appropriate to the child's age and developmental needs;
- Help children establish good habits of personal hygiene;
- Assist teacher in with material preparation and maintenance of records, materials, and class activities;
- Assist teacher with testing situations such as organizing materials, proctoring, and/or supervising classroom activities;
- Build relationships and trust with parents to better serve their family;
- Foster the development of early learners to become more independent;
- Assist substitute teacher and classroom volunteers as needed;
- Assist in lunch service and clean up within the classroom
- Perform all other duties as assigned by the classroom teacher and/or Building Principal;

Essential Functions for classroom management:

- Consider and provide for the needs of the individual child in relationship to his cultural and socioeconomic background, emotional and physical handicaps, and individual style and pace of learning
- Supervise and intervene as needed in classroom, on the playground, during snack time and on field trips, using current best practices and consistent discipline and adhering to the teacher's classroom management plan, and the school's discipline policy - creating a learning environment that encourages responsibility and Christian social interaction;

Essential Functions for safety:

- Make daily observations of the health of the children, reporting conditions which require attention - Ensure that daily procedures are followed and all health and safety standards are met;
- Monitor and respond to injuries, emergencies, and behavior - Communicate important information to the lead teacher and when necessary, to parents;
- Maintain Medical Log to record any injuries sustained by a child, or approved medication dispensed to a child.
- Report any suspect abuse as an Abuse-Mandated Reporter;

Essential Functions for maintaining a clean classroom:

- Assist in classroom clean up including, but not limited to, wiping tables, picking up and cleaning toys, sweeping, light mopping;

Essential Functions for school personnel:

- Attend regularly scheduled meetings;
- Be available for special school events including, but not limited to Open Houses, and other promotional or family events;
- Engage in purposeful professional development and positively responding to constructive feedback and experiences;
- Adhere to requirements for confidentiality regarding student records; discreetly handle information pertaining to staff, parents, and students that is of a sensitive nature.

Working Conditions: This position is performed mainly indoors, but also requires outdoor supervision subject to extreme weather conditions. Work requires occasional running, climbing, stooping, kneeling, crouching and crawling. Frequently required to reach with hands or arms. Frequently required to bend or squat, including sitting on the floor or child-sized chairs. Dexterity of hands and fingers to operate a variety of tools and controls. Verbal, auditory, and written capabilities to effectively communicate in an articulate manner. Occasionally lift and/or move up to 50 pounds. Noise level is usually moderate, but can occasionally be loud.