

# **Teacher Aide**

Trinity Christian School  
2025-2026

We are looking for a loving, caring and cooperative individual to assist in kindergarten as the teachers aide. The Teacher Aide is one of the individuals most frequently in contact with the students. It is important that he/she clearly understand his/her duties and responsibilities as listed in this job description. This would be a part time position serving the hours of 8:30-11am M-F. This can be combined with other part time jobs around the school such as BASK. This is a minimum wage position, with the benefit of a tuition discount based on hours worked per week.

**Daily Supervisor:** Classroom Teacher

## **Essential Functions:**

- Reflect the purpose of the school, which is to honor Christ in every class and activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the Board and Administration in implementing all policies, procedure and directive governing the operation of the school.
- Assist in classes as assigned, following prescribed scope of education throughout the curriculum and activities as directed by the Classroom Teacher
- Assist Classroom Teacher in keeping proper discipline in the classroom and on the school premises for a good learning environment.
- Employ a variety of instructional aids, methods and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social and emotional as directed by the Lead Teacher.
- Recognize the need for good public relations and represent the school in a favorable and professional manner to the school's constituency and the general public.
- Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.
- Follow the Matthew 18 principle in dealing with the students, parents, staff and Administration.
- Seek the counsel of the Administrator, colleagues and parents while maintaining a teachable attitude.
- Attend and participate in scheduled devotional, in-service, retreat, committee, faculty, and Parent/Teacher fellowship meetings in accordance to administrator's request.
- Know the procedure for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned and prepare adequate information and materials for a substitute teacher if one is required.

## **Responsibilities:**

- Assist Classroom Teacher in maintaining an inviting, attractive and organized classroom. Daily housekeeping tasks are the teacher's responsibility. Equipment layout and storage shall not present a safety hazard. The teacher is encouraged to display materials and specialized projects involving the students.
- Assist Classroom Teacher in submitting daily absences and tardies on the network by 9:00am.
- Assist Classroom Teacher in maintaining a fair and consistent policy of discipline.
- Fulfill recess duties as assigned. Students will be supervised at all times. Outside play shall be planned whenever weather conditions permit. All children shall be encouraged to play outside with the group whenever possible.
- Other duties as assigned by Administration or Classroom Teacher.