

Elementary Teacher Aide

Brentwood Christian School

REPORTS TO: Elementary Principal/Classroom Teacher
CLASSIFICATION: Part-Time; Non-Exempt; School Year

SUMMARY: To work directly in a support role to the classroom teacher and provide assistance in the classroom including, but not limited to supervision and care of students.

RESPONSIBILITIES:

- Supervise students
- Provide instruction to students under the teacher's supervision
- Perform clerical work
- Prepare materials and equipment for instruction and activities
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Associate's degree in a related field; A bachelor's degree is preferred
- Teaching certification or previous experience working with children
- Must be an active member in a Church of Christ congregation

SPECIAL KNOWLEDGE / SKILLS:

- Strong interpersonal skills with children and adults
- Flexibility to cope with a dynamic classroom environment
- Good literacy and numeracy skills
- Strong work ethic
- Punctuality and commitment to good attendance

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Must be able to bend, kneel, stoop and crouch
- Must be able to sit and/or stand for extended periods of time
- May occasionally be required to accompany students on field trips and attend after-school events