

Christian Assistant Teacher Ministry Description

The Christian Assistant Teacher provides educational support to the Christian Teacher for a class(es) at LCNS. The Assistant Teacher is a partner in the classroom teaching team and provides support and back-up to the Christian Teacher by assisting in the children's growth and development spiritually, physically, socially and intellectually.

Specific duties will include responsibility for and oversight of all classroom related activities including but not limited to the following:

1. **Instructional Day Activities, Part I** - The Christian Assistant Teacher demonstrates an understanding of the curriculum, subject content, and the individual learning differences and developmental needs of students by supporting relevant learning experiences in a managed, safe, Christ-centered environment that is academically challenging. The Christian Assistant Teacher will:
 - a. Monthly
 - i. Assist with monthly room decorating
 - ii. Decorate hallway bulletin board monthly with appropriate materials including the monthly calendar with leader-day assignments
 - iii. Maintain a cleaning schedule to clean shelves, containers and toys
 - b. Daily Set Up
 - i. Prepare and post sign-in sheets
 - ii. Prepare and post name tags on cubicles
 - iii. Prepare supplies for the day's activities
 - iv. Organize snack preparation area
 - v. Distribute information for parents and children's work in cubicles for pick-up by parents
 - vi. Prepare and display individual attendance name tags for children
 - vii. Arrange chairs at tables for use by children
 - viii. Maintain levels of room supplies like tissues, paper towels, snack paper goods, etc.
 - ix. Any other room preparation activities requested by the teacher
 - c. Daily Clean Up
 - i. Remove sign-in sheets and take to office when complete
 - ii. Remove name tags from cubicles
 - iii. Remove attendance name tags
 - iv. Arrange chairs for cleaning
 - v. Clean dirty toys
 - vi. Clean up supplies from activities
 - vii. Prepare supplies for upcoming activities

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2. **Instructional Day Activities, Part II** - Assist the Teacher in the classroom by providing support/assistance with children during the course of the instructional day activities. The Assistant Teacher will:
 - a. Supervise children by sight and hearing during all daily activities
 - b. Provide assistance to the Teacher during all daily activities
 - c. Distribute snacks on clean tables and clean up tables and floors after snack
 - d. Assist with bathroom visits, diaper changing and hand washings
 - e. Assist during emergency drills
 - f. Act as Teacher when Teacher is absent; give direction to substitutes
 - g. Give assistance as requested by the teacher
 - h. Assist teachers with special activities and programs including but not limited to:
 - i. Grandparents' Day programs and rehearsals
 - ii. LCNS live Nativity program
 - iii. Field Trips as a chaperone to assist in overseeing safety of children (ages 3, 4, 5)
 - iv. Spring programs and rehearsals

3. **Communications** – The Christian Assistant Teacher communicates effectively with students, families, other school personnel and the community. The Christian Assistant Teacher will:
 - a. Intra-staff
 - i. Share instructional planning with all members of the classroom teaching team.
 - ii. Actively participate in all monthly staff and age level team meetings.
 - iii. Participate in one peer observation during the school year. Complete the Observation report and give to the Director.
 - b. If assigned by the Teacher, prepare/post a daily white board with the day's activities/news for families prior to dismissal.

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4. **Assessment** – The Christian Assistant Teacher systematically gathers, analyzes, and uses data to measure student progress, guide instruction and provide timely feedback to parents. The work of the Christian Assistant Teacher results in acceptable and measurable individual student progress based on established standards. Specifically, the Christian Assistant Teacher will:
 - a. Observe children to identify strengths and needs
 - b. Assist the Teacher in assessing the progress of children for parental conferences and reports
 - c. Participate in the development of an Educational Plan of Action to address the needs of a specific child

5. **Professionalism** – The Christian Assistant Teacher maintains a professional demeanor, participates in professional growth opportunities, and contributes to the profession. Specifically, the Christian Assistant Teacher will:
 - a. Attend/participate in:
 - i. Monthly meetings
 1. Age level group meetings and prepare the supply list
 2. LCNS All-Staff meetings
 3. Teacher-Assistant Teacher meetings to discuss what will be covered during the month
 - ii. Specific Purpose meetings
 1. Parent-teacher conferences as requested by the parent or teacher during the course of the year to discuss concerns
 2. Family/Child Orientation/Drop in Open House
 3. Teacher/Assistant Teacher meetings to discuss information to be discussed at parent-teacher conferences.
 4. Parent-teacher “Getting to know you” fall conferences
 5. Parent-teacher spring conferences
 6. Summer job offer meeting with Director
 7. Spring one-on-one meeting with Director
 - b. Attend/participate in 16 clock hours of professional development each school year

6. Follow all **school policies and procedures**.

7. Assist in maintaining a classroom inventory.

8. Assist other LCNS teaching staff and/or LCNS administrative staff as requested by the Director.