



Teacher's Aide Position Description

The *Teacher's Aide* will work directly under the functional supervision of the Heritage teacher(s) to whom they are assigned, and under the evaluative supervision of the Head of School. The aide will also comply with Heritage policy relating to dress code, personal behavior and student discipline as outlined in the Parent/Student Handbook and Faculty Handbook.

Spiritual Qualifications:

- Demonstrates spiritual maturity through a personal commitment and relationship to Jesus Christ and an active member/regular attendee of a local evangelical church
- Agrees with and commits to uphold Heritage Christian School's Statement of Faith as well as the mission and vision.

Position:

- Part time – 17-30 hours per week

Professional Requirements:

- 4 year college degree preferred
- Teaching experience preferred
- Demonstrate competence and confidence appropriate to the position
- Submit to a criminal background check through the Iowa Department of Corrections

General Tasks/Expectations:

1. Working one-on-one with individual students or facilitating small groups, as needed
2. Assist in the preparation of materials necessary for lessons
3. Assist students during independent activities/assessments
4. Monitor recess
5. Monitor study halls (middle school)
6. Monitor hallways and bathrooms (lower elementary school)
7. Assist in grading papers/evaluating assessments
8. Help maintain the neatness of the classroom
9. Assist in classroom management as needed by the teacher
10. Perform other duties required by the classroom teacher
11. Participation in school-wide activities as required by the Head of School