

Job Description - Instructional Aide General Education

July 2020

Reports to: Vice Principal of Elementary

Supervises: Students and parent volunteers

Position Type: Classroom Support; Recess and Lunch Supervision; Office Support

Hours: Hourly; up to 40 per week

Job Summary: An FFCS Instructional Aide performs a variety of instructional and classroom support and student supervision duties to assist the school and teachers in instruction, supervision, and education of students. The Instructional Aide shall reflect the purpose of the school in honoring Christ at all times.

Required Professional Qualities: *It is expected that this person will...*

- Demonstrate a reasonable level of computer literacy, having a basic proficiency in word processing, creating and using a spreadsheet, emailing, and accessing the Internet and websites.
- Oversee student safety, hallway supervision, etc. Take steps to intervene when students are not in control, not in the proper location, or maybe in dangerous or unsafe situations.
- Provide instructional support and tutoring to students in large groups, small groups, and one-on-one situations.
- Exercise discretion and assures protection of student confidentiality consistent with the direction and guidance of staff, administrators, and FFCS policies and procedures when communicating with students, parents, community members, and other staff members
- May work with English Language Learners (ELL) by using English, and a second language if able, to assist ELL students in learning.
- Have knowledge of office procedures and methods, including those related to social communications skills, social media, and proper office etiquette.

Required Personal Qualities: *It is expected that this person will...*

- Possess exceptional customer service and relational skills to interact positively with students, colleagues, and parents.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- **Spiritual Leadership**
 - Maintain professional ethics as reflected in Scripture, integrating Biblical principles and the Biblical worldview throughout the workplace.
 - Attend, and be involved in, a local church and/or fellowship.
 - Model Christ-like behavior on and off the job; adhere to and expresses Christian walk/faith.
 - Follow the Matthew 18 principle for addressing conflict with students, parents, staff, and administration.
 - Set an example of spiritual and professional growth.
- **Professionalism**
 - Accomplishes the goals and objectives assigned in a timely manner.

- Is on time to all assigned places of duty.

Departmental Responsibilities: *It is expected that the aide will...*

- Have the physical ability to interact/play with students at recess based on physical ability and as agreed upon by the administration
- Set up/clean up the lunchroom.
- Student supervision at recess
- Student supervision in the lunchroom
- Support the teacher in the classroom
- Maintain a safe student environment at recesses, lunches, and in classrooms
- Discipline students per FFCS policy for infractions
- Integrate biblical worldview throughout activities.
- Reflect the purpose of the school, which is to honor Christ in every activity, policy, and decision.
- 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.
- Attend and participate in scheduled staff prayer, parent-teacher conferences, devotionals, in-services, retreats, committees, faculty meetings, and professional development sessions.
- Know the procedures for dealing with emergency situations.
- Be willing to assist in school activities not directly related to your assignment.
- Clearly communicate classroom rules and consistently enforce them; keep proper discipline in the classroom, on school premises, and at school-sanctioned field trips and events.
- Manage student discipline issues, treat behavior problems individually as a teaching opportunity to privately discuss them with students.
- Participate actively with children the majority of the day. Encourage and assist children who need special help. Listen to children attentively, engage in meaningful verbal interaction, and be alert to non-verbal cues.
- Foster group awareness in the classroom; cultivate a sense of belonging, as well as respect for other students and those in authority.
- Maintain regular and accurate attendance and grade records.
- Support a classroom and campus environment conducive to learning.
- Communicate regularly and effectively to teachers and administration.
- Plan and work collaboratively with other staff members.
- Select appropriate activities for ages and skill levels of students.
- Be self-motivated and able to work independently; maintain close alignment with the teaching partner.
- Be encouraging, kind, and respectful with students.

Additional Duties or Responsibilities

It is expected that the aide will...

- Represent the school internally and externally when necessary and beneficial.
- Perform all miscellaneous/other duties, as assigned (i.e. events, clubs, committees, etc.).
- Maintain current First Aid, CPR, and AED certifications.
- Participate in all training, and other events, as requested.

Compensation:

- Salary based on experience and level of education

- Benefits (pro-rated for part-time employees)
 - Paid sick leave
 - Paid personal days
 - Paid vacation days
 - Employer-paid medical insurance
 - Employer-paid \$10,000 life insurance
 - Optional employee-paid dental insurance, vision, additional life insurance
 - FFCS student tuition discount may apply

To Apply:

- Send a cover letter, resume, and a completed FFCS application to apply@ffcs.org. Go to www.ffcs.org/Contact Us/Employment Opportunities and print the “Teacher application”.
- No phone calls, please.

** Please note, if you have provided your resume and a completed application within the last 12 months you only need to send a cover letter expressing your interest in this position, updates in experience and skills since prior application, and reference that you have a resume and application on file.