



Prestonwood Christian Academy

Job Description

Position: **Learning Lab Teacher Aide**
Classification: **Hourly, Part-Time, Non-Exempt**

Reports to: (X) Other: **Director of Learning Lab**
(X) Other: **Senior Director of Curriculum**

Mission: To assist Christian parents by helping equip students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

Duties and Responsibilities:

- Supports the teacher with maintaining a safe and orderly lab environment, grade book, student records and test monitoring
- Helps with classroom organization and clean up
- Utilizes appropriate language, interactions, and positive discipline
- Assists in supervising students in the classroom
- Maintains classroom supply lists and inventory
- Communicates and shares ideas/concerns with Learning Lab teacher and Learning Lab Director
- Maintains a professional attitude with regards to parents; allowing the teacher to discuss any behavior or academic problems with the parents and allowing the teacher to meet with parents for conferences
- Maintains professionalism in regards to making any personal phone calls or taking care of personal business during time scheduled to be with a class and/or teacher
- Maintains confidential information by professional handling and filing of appropriate forms
- Prepares reports by following up on assigned projects
- Attends all Learning Lab staff meetings
- Maintains professional and technical knowledge by attending workshops; reviewing professional publications, and/or participating in professional organizations
- Other duties as assigned by the Learning Lab Director or supervisor

Qualifications/Skills:

- College degree and/or Aide experience preferred
- Ability to communicate effectively (verbal and written)
- Good computer skills and knowledge of Word, Excel, Power Point and Outlook
- Organization, multi-tasking, and time management skills
- Professional telephone and office etiquette
- Flexibility to work on different projects as needed
- Ability to maintain emotional control and patience under stress
- Detail oriented, logical, and methodological approach to problem solving
- Ability to cooperate successfully as a member of a team

Physical Demands

While performing the duties of this job, the employee is regularly required to:

- talk, hear, and see
- stand, walk, sit; use hands, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl
- Use fine hand manipulation (keyboarding)
- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision requirements include the ability to see at close range

Schedule:

- Monday – Friday
- Average of 25 hours per week when school is in session
- August – May
- 50% Tuition benefit off youngest student
- No insurance benefits