



The King's Academy

Job Description

Position: **Lower School Instructional Aide**

Reports to: **Head of School**

Classification: **Full time, Salaried, Non-Exempt**

Grade/Subject: **Lower School (PreK-3rd grade)**

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the TKA 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:

- Assist and support the teacher in any way possible with classroom control, art projects, room decorating, snack and lunch time, cutting, pasting, copying, laminating, delivering items, etc.
- Responsible for getting student lunches from the cafeteria and delivery to classroom
- Help with classroom organization and clean up
- Assist children to restroom, clinic, office, specials, etc.
- Always available to teachers during class and scheduled times
- Supervise class during library times and as needed
- Assist with other grades and classes as scheduled or as needed
- Maintain professional and technical knowledge by attending workshops; reviewing professional publications, and/or participating in professional organizations (25 PIU's earned during year)
- Early care duty on a rotating basis as scheduled by your administrator
- 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
- Support and assist teachers with and on field trips. Never is an aide to take a class on a field trip without a teacher present
- Maintain professionalism in regards to making any personal phone calls or taking care of personal business during time scheduled to be with your class and/or teacher
- Other duties as assigned by the Principal

Qualifications:

- College degree and/or Aide experience preferred
- Good communication skills
- Flexibility and patience in times of stress

Physical and Mental Requirements and Work Environment Conditions:

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for lecturing and monitoring students in the classroom, as well as throughout the building and playgrounds
- Stooping, crouching, crawling and kneeling – ability to assist small children with various needs
- Climbing, Reaching, Pushing, Pulling and Lifting – ability to pick up small children as need as well as for classroom set up purposes; occasional lifting between 30 – 50 pounds
- Repetitive motion of the wrists, hands and fingers
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Environment is primarily indoors in a classroom environment as well as intermittent outside weather conditions, including extreme heat and cold
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts