



The King's Academy

Job Description

Position: **Administrative/
Instructional Assistant**
Classification: **Salaried, Non-Exempt**

Reports to: **Director of Student & Family
Services**

Mission: The King's Academy partners with families to provide children with an exemplary Kingdom education by investing in the whole child; spiritually, academically and emotionally. (Deut. 6:6-9)

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

General Duties and Responsibilities:

- Greeting and welcoming guests and providing them with a positive first impression of TKA
- Effective use of security and telecommunications systems
- Assist lead teacher with lesson preparation
- Work closely with the lead teachers to identify issues students are having and develop appropriate solutions
- Oversee students during non-instructional times
- Oversee breakfast and lunch classroom delivery and clean-up
- Assist parents and guests in obtaining basic school information
- Maintain confidential information by professionally handling and filing appropriate forms
- Completing assigned projects in a timely manner
- Assist with special projects/programs
- Transport children to and from school in the mornings and afternoons
- Assist students getting on and off the bus
- Provide historical reference by developing and utilizing filing and retrieval systems
- Maintain professional and technical knowledge by attending educational workshops and reviewing professional publications
- Ability to transition classroom set-up as needed
- Contribute to team effort by accomplishing shared goals
- Additional duties and responsibilities that are necessary and provided by the Director or Head of School

Qualifications/Skills:

- College degree required
- Clear driving record
- Experience working with young children preferred

- Excellent verbal and written communication skills
- Excellent knowledge of all Microsoft products in the Windows and Office family and the Internet
- Ability to demonstrate event planning and organizational abilities
- Excellent organization, multi-tasking, and time management skills
- Flexibility to work on different projects

Additional Information:

- Position requires some periodic flexibility of workday hours
- Year-round position, average of 30 hours per week
- Position will receive part-time 30+ benefits (medical and FSA plan and tuition discount for youngest student and paid time off as stated in the TKA Employee Handbook).