



Concordia Lutheran Academy
Teacher's Aide

Hours: Monday through Friday from 7:30 - 11:30 AM

2024-2025 School Year: August 19, 2024 through May 23, 2025

Hourly Pay: \$14.00 per hour to be increased to \$15.00 in January 2025



Concordia Lutheran Academy Teacher's Aide Job Description

Job Title: Teacher's Aide

Reports to: Classroom Teacher & Board of Education

Mission of Concordia Lutheran Academy: *Our mission is to provide academic excellence through a classical Lutheran Education in a Christ-centered environment and develop lifelong learners, biblically sound critical thinkers, and community leaders that serve with humility, gratitude, and grace.*

The Teacher's Aide shall work in cooperative effort with the classroom teacher to teach, nurture, and support the students in accordance with the mission of Concordia Lutheran Academy. While the Aide may be given some responsibility in leading students in activities or lessons, the Teacher maintains responsibility for the direction and control of the classroom.

1. As a representative of Christ's Church and of Concordia Lutheran Church, Concordia Lutheran Academy's Teacher's Aide shall demonstrate Christian love to the children under his/her care. He/She shall use his/her God-given gifts to the best of his/her abilities and recognize his/her role as one who is in service too and with God's people, both young and old.
2. The Teacher's Aide shall follow the direction of the classroom teacher maintaining the effective operation and management of the classroom.
 - a. He/She will assist the Teacher in teaching in a multigrade classroom.
 - b. The Teacher's Aide helps the Teacher to implement weekly lessons and activities for the students in their classroom. He/She may assist in preparing materials for the next lesson or activity.
 - c. The Teacher's Aide shall assist the Teacher in striving to maintain an atmosphere of Christian love and warmth.
 - d. In the classroom, the Teacher's Aide shall follow the established policies and procedures for discipline. They will help all staff maintain an atmosphere of Christian guidance throughout the Academy.
 - e. The Teacher's aide will assist with class or grade projects, continued practice for a grade, and individual study when needed.
3. The Teacher's Aide is responsible for assisting the Teacher in taking students on field trips.

4. The Teacher's Aide, along with the rest of the staff, shall be responsible for maintaining a healthy educational environment in their classroom. The Teacher's Aide shall share in the following duties with all staff serving in their classroom:
 - a. Regular Classroom Set-up - All items necessary for conducting class should be in the classroom before the first next scheduled class.
 - b. Order and Cleanliness - He/She will assist in keeping clean and orderly maintenance of the classroom during the day by helping clean up spills and messes if needed. He/She shall also help see that the floor and tables are clean at the end of every classroom day. The Teacher's Aide will help the students prioritize personal responsibility by maintaining an organized desk and work space while nurturing cooperation in taking care of group messes and maintaining shared spaces.
 - c. Room Decorations - The Teacher's Aide may assist in putting up regular classroom displays of children's artwork or other decorations on bulletin boards in the classroom, Fellowship Hall, and in other locations around the classroom and Academy.
5. The Teacher's Aide shall maintain updated certifications in CPR, First Aid, and Ministry Safe qualifications.
6. The Teacher's Aide will have a yearly review with Concordia's Board of Education.
7. The Teacher's Aide may be assigned other duties as determined by the Board of Education.