

Village Christian Academy

Teacher's Assistant

Job Description

General Description:

The teacher's assistant is hired by the School Administrator upon the recommendation of the K-8 Principal. The Principal will evaluate the performance of the Assistant regularly and annually recommend to the School Administrator rehire.

The Assistant works under the immediate supervision of the classroom teacher to whom she is assigned. Coordination of inter-class assignments is done by the Principal. The Assistant shall enable the teacher in every way to help students to learn more in depth within approved areas established by the Principal.

Requirements:

The teacher's assistant should have a minimum of 2 years of college credit, and feel called of God to work in a Christian school classroom. The assistant must be a born-again believer.

As with all fulltime classroom employees of VCA, the [day begins at 7:30 and ends at 3:15, provided all assignments or other duties are complete in the classroom.](#)

Essential Functions:

The work tasks will vary based on the grade level, individual needs and classroom management requirements of the supported teacher, but the TA should be familiar with all functions and should be prepared to carry them out. These functions should not be constructed as a complete listing of assignments that may be given to an employee, nor are such assignments restricted to those precisely listed:

1. Provide direct support to the classroom teacher in accomplishing educational goals.
2. Assists with attendance and lunch counts.
3. Assists with student supervision in the classroom during moves in the classroom, cafeteria, playground, emergency drills, during arrival/dismissal, and on field trips.
4. Under direction of the teacher, conducts one-on-one tutoring or small group instruction.
5. Assists with the administering of tests and quizzes.
6. Duplicates instructional materials as needed.
7. Assists in the preparation of routine communications with parents.
8. Assists students arriving and departing school by helping with personal items.
9. Prepare bulletin boards, displays and classroom decorations that support awareness and learning of students.
10. Provides assistance and supervision during lunchroom duties.
11. Periodically provides support to library, school bookstores and offices by performing office type work to include answering phones, filing, student check-in/out and supervision.
12. Attends staff meetings and in-service as required.
13. Teacher assistants are assigned work tasks by the teacher they are supporting. The teacher advises of changes in procedures, tasks and is available for assistance as required.
14. Teacher assistants may also be assigned work tasks by the School Principal when the classroom teacher is absent to assume the role of the teacher and the substitute to assume the role of the assistant.