St. Paul Westlake
LUTHERAN CHURCH + SCHOOL
Gather • Grow • Give • Go

Teacher Aide
Job Description

PRIMARY OBJECTIVES
A St. Paul teacher aide is a servant of the Lord and is a witness to all in Word and deed. Teacher aides take available opportunities to share the love of Jesus, model humility, forgive or help students develop a personal relationship with Christ. Teacher aides provide the best possible Christ-centered education for St. Paul students.

ESSENTIAL JOB FUNCTIONS – The classroom Teacher Aide has a direct reporting relationship to the teacher in the classroom they are assigned; assist to ease performing activities, performing routine classroom tasks, monitoring safety of students, and helping classroom teacher perform responsibilities as directed by classroom teacher.

- Classroom & General Responsibilities:
  - Assists students with executive functioning skills (unpacking/packing supplies, preparing for the start of the day, etc.)
  - Reinforce teacher instructions; assist students in a tutorial manner; provide positive encouragement
  - Monitors student behavior and corrects-course when needed to conform with classroom and school expectations (in the classroom, building, playground, chapel, assemblies, and on field trips, etc.)
  - Watches students during recess (in lieu of or in conjunction with teacher) as directed by the teacher
  - Prepares clerical tasks at teacher request (record keeping, labeling, grading, and preparing materials, etc.) and functional tasks (testing, setting up learning centers, creating bulletin board themes, etc.)
  - Conducts needed clean-up activities (after projects, mishaps, wipes surfaces, sweeps debris, eliminates slip/trip obstacles, etc.)
  - Relays all parent communications to teacher (received verbally or in writing) for action; take action when and how directed by teacher
  - Follows Ohio standards and/or Ohio Department of Childcare Licensing guidelines
  - Assist with operating a safe and clean classroom, hallways, lockers/cubbies
  - Maintain student safety (always) and seek teachable learning experiences

- Professionalism and other Expectations
  - Demonstrates to students how to be sensitive and respectful to others, follow directions, remain calm in conflict and express feelings using words and to forgive in a Christ-like manner
  - Demonstrates patience, kindness, directness while modeling desired words, actions, and forgiveness
  - Performs duties in a face-paced classroom while effectively navigating distractions and staying on task and schedule, and pivoting from communicating effectively with students to adults
  - Establish and maintain effective working relationships with teachers, parents, students and associates
  - Maintain required state certification(s) along with additional 'other' certifications (CPR, first aid, permits)
  - Attend and/or participate in all special services, programs and events in which your class(es) are participating
  - Participate in before/after school bus duty and parent pickup (as assigned)

- Contribute to solutions regarding work place challenges
- Champion for students, peers, parents, and St. Paul; remembering when to and not to share information, communicate in a positive manner
- Other duties as assigned

COMPETENCIES: KNOWLEDGE, SKILLS, AND ABILITIES, to include, but not be limited to:

- Demonstrate a commitment to exemplary private Christian education
- Ability to remain flexible in all matters and possess a sense of humor
- Enjoys guiding students in learning and overcoming challenges
- Demonstrate classroom management skills and enforce school discipline expectations (pivoting to age-appropriate/in context, depending on classroom and ability of students)
- Possess excellent interpersonal and listening skills
- Utilize discretion and maintain confidentiality
- Utilize good judgement
- Ability to use technology appropriate for assigned classroom
- Willingness to obtain classroom-specific certification(s) within 3 months of hire (as programs are offered/available)
- Desire to learn and/or gain certifications to assume broader roles within the school

EDUCATION AND EXPERIENCE

High School diploma or GED, required
18 years of age, minimum
Prefer 2 years assisting students in a school, preschool, camp, or daycare
Ohio Educational Aide Certificate within 30 days

PAYROLL CLASSIFICATION

Hourly, Non-exempt
Full & Part Time available, 10-months/yr
Business Hours: 8:00am-4:00pm/Work Hours: As Assigned
Flexibility: School, not eligible for remote

REPORTING STRUCTURE

Reports to the Teacher
Accountable to Principal & School Board

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee may be indoors or outdoors. Employee is regularly required to talk or hear or answer the phone/2-way radio; is frequently required to use hands or fingers; handle or feel objects, tools, or controls; type; is frequently required to stand; walk; sit; kneel; crouch; lay; reach with hands and arms; keep up with a child's movement and regularly move down to their level; some of which may be for extended periods of time. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually moderate and employee will be exposed to all childhood colds, infections and diseases.