



JK-3 ASSISTANT TEACHER

SUMMARY OF FUNCTIONS

Assist the lead teacher in students' basic academics, as well as social and other foundational skills at the lower school level. Aide teacher's communication with parents, guardians, and other faculty members in order to assist in the overall development and progression of students. Aide teachers in documenting information regarding students' progress, grades, records, etc. North Cross teachers and aides are also responsible for taking part in the development, implementation, and evaluation of strategies related to student instruction.

MAJOR DUTIES AND RESPONSIBILITIES

Documenting/Recording information

- Assist in maintaining accurate, complete, and correct student records as required by administrative regulations.
- Assist in preparing reports on students (including grades and other activities) as required by administration.

Developing/Evaluating Objectives and Strategies

- Assist with teaching methods and instructional materials to meet students' varying needs and interests.
- Plan with the head teacher and conduct activities for a balanced program of instruction, including demonstrations and work time for students to observe, question, and investigate.

Training and Teaching Others

- Assist in every-day classes, assisting with lesson plans and other student-lead activities.
- Administer and grade tests and assignments to evaluate students' progress.
- Encourage students to explore learning opportunities and to persevere with challenging tasks.
- Enforce rules for behavior and procedures for maintaining order among students.



REPORTING RELATIONSHIP

- Director of Lower School

KNOWLEDGE, SKILLS, AND ABILITIES NECESSARY

- Education and training
- English language
- Computer and electronics
- Clerical
- Instructing
- Learning strategies
- Reading comprehension
- Critical thinking
- Collaboration with colleagues to ensure a collegial environment
- Active listening
- Speaking
- Writing
- Judgment and decision making
- Time management
- Work independently
- Written expression
- Problem sensitivity
- Written comprehension

TOOLS, EQUIPMENT, AND MACHINES

- Typical classroom supplies (e.g. computers, calculators, writing instruments, instructional boards, overhead projectors, etc.)
- iPads



WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work occurs in an indoors office environment. Work requires extensive use of a computer and electronic mail.
- Ability to lift 10 lbs.
- Perform minimal physical activities that require use of arms; legs; and moving whole body for standing, walking, sitting, bending, grasping, or stooping/kneeling.
- Clear vision at 20 inches or less.
- Normal hearing requirements.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

- Bachelor's Degree
- Teaching experience preferred
- Must be able to pass a background check

Applicants should submit a resume and cover letter expressing interest in the position to Ashley Turner in Human Resources at aturner@northcross.org.