



Teacher/School Aide

Hired by: Lower School Principal

Evaluated: Annually

Schedule: 10-Month Contract

Reports to: Lower School Principal

FLSA: Non-Exempt

Supervises: None

The Teacher/School Aide will assist teachers in the classroom and with clerical work. He/she will supervise lunch and recess times. The Teacher/School Aide will also cover classrooms if the need arises.

Spiritual Maturity

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe in and support Grace Polaris Church's "Our beliefs and identity" document
- Agree to abide by the Worthington Christian Lifestyle Statement

Professional Responsibilities (essential)

- Assist teachers with small group instruction
- Assist teachers with clerical needs such as grading, copying, and filing
- Perform duties such as lunch and recess supervision
- Ensure the safety of students
- Complete all required professional development
- Perform other duties/assignments as assigned by the building principal

Professional Requirements

- High school diploma
- Obtain a Substitute Teaching License through ODE
- Strong oral and written communication skills
- Possess ability to use a variety of MS Office applications
- History of working with children (preferred)
- Ability to work in a team environment

Required Knowledge, Skills, and Abilities

- Ability to work effectively with others
- Organizational and problem-solving skills
- Ability to be flexible and adaptable to changing situations
- Behavior management skills

Physical Requirements

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
Outdoor Duty			
Cold (50 deg. F or lower)		X	
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions			X
Need for frequent restroom breaks	X		
Crawling	X		
Standing/Sitting/Walking			X
Kneeling		X	
Bending			X
Reaching over shoulder		X	
Reach whiteboard height			X
Pushing/Pulling		X	
MOVING HEAVY ITEMS	OCCASIONAL	FREQUENT	DAILY
Lifting/Lowering/Carrying			
Up to 20 lbs.			X
Up to 50 lbs.	X		
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone			X
Printer/Copier			X
Computer			X
AV Equipment		X	
OTHER REQUIREMENTS			
Summon emergency help	X		
Apply CPR/First aid	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Print Name

Date

Signature