

HERITAGE SCHOOL JOB DESCRIPTION

Position: Teacher Aide

Report To: Heritage School Director

The Heritage School hire is a 9 month contracted job assignment. The employee's placement may vary as needs arise or change throughout the year. All employees must be willing to be flexible in regards to their work assignment.

Qualifications

1. High School Diploma/18 years of age
2. Experience with young children preferred.
3. Able to communicate the love of Jesus Christ to students and their families.
4. Able to work independently under specific guidelines
5. Able to work with and under the direction of the classroom teacher.
6. Able to lift 40 lbs. and vacuum a classroom.
7. Mobility, able to quickly move towards children.
8. Willing to change diapers and/or soiled clothes.
9. Excellent work ethic.

Requirements

1. Have a personal relationship with Jesus Christ.
2. Able to sign Church of the Saviour's Statement of Faith.
3. Annual signing of a Biblical Lifestyle Commitment.
4. Submission of a biennial Health Assessment and maintenance of a current Tuberculosis Mantoux screening.
5. A current Criminal Background Check, Child Abuse Clearance, and FBI Federal Criminal History Record on file
6. Willing to work towards a (CDA) Child Development Associate Certificate and to develop a 5-year Professional Growth Plan at hire, to be maintained while employed at Heritage School.

DUTIES AND RESPONSIBILITIES:

1. It is important that the Aide actively prepare the school for all daily activities. This includes, but is not limited to the setting and cleaning of surfaces to be used for crafts, learning centers and snack time; and set-up of the LMR and Playground.
2. Be familiar with the teacher's methods so that one can easily prepare for the coming activity of the day while the teacher is involved with students in a one-on-one, or group activity.
3. Take an active role in the supervision of the Learning Centers.
4. Classroom Equipment: All toys and craft items should be stored and/or arranged in an appealing manner. The teacher will determine her preferred room arrangement.
5. Sanitation: Daily clean and disinfect the counters and the snack table with cleansers provided by the school.
6. Vacuum the classroom daily.

7. Check student folders and back packs for notes from home. All office communication should be brought to the office by 10:00 AM. Be sure that you have an established place for notes to the teacher.
8. Fill student folders with memos and notes to be sent home. Should a student be absent, please put the child's name on it and make sure that he gets it when returning to school.
9. Be compliant with school policies
10. Be familiar with the **Heritage School Policy & Procedure Manual** and the **Parent Manual**.
11. Aides will have an early morning or afternoon assignment to help set up the facility for the morning.
12. Aides attend most of the monthly Staff Meetings. The director will make these assignments. Monthly Staff Meetings are held on Fridays from 12:15-2:00 PM as noted on the school calendar.
13. Aides attend the Parent Orientation Night held at the beginning of the school year, and other school functions that are determined annually.
14. Aides are strongly encouraged to attend the two day annual ACSI Early Education Conference. Conference fees, food and lodging are provided. Attendance at this conference provides (CEU) Continuing Education Credits (Clock Hours).
15. Earn a minimum of 12 Early Education Clock Hours per year.
16. Aides may assume temporary responsibility for the class, in the teacher's absence.
17. Report to the director any cases of suspected child abuse or neglect.

Professional Development:

1. Submit yearly goals developed from the end-of-year Self Assessment and Review.
2. A 5-Year Professional Growth Plan must be developed at hire, and maintained while employed at Heritage School.
3. Attend most monthly Staff Meetings, specific In-Service Days, and/or other events as indicated in the Employee Contract.
4. Voluntary attendance at the ACSI Early Childhood Conference provided by the school is encouraged.
5. Earn a minimum of 12 Early Education Clock Hours per year.

I have read the above job description and understand the expectations of this position.

Employee Signature

Date: _____

Employee Name (print name)

Revised: 05/2019