

Immanuel Lutheran Church & School Job Description

Preamble: It is understood that all who are employed at Immanuel Lutheran Church and School agree to support and work towards the fulfillment of the congregation's mission and vision as set forth in the personnel policies.

Job Title: Classroom Aide (K-8)

Reporting To: School Principal

Status: Non-Exempt • Full-Time or Part-Time

Salary: Hourly

Employment Term: This 10-month position follows the school calendar as approved by the Board of Christian School starting on or around August 15th and ending on or around June 15th annually. Employment is at-will according to the Personnel Policy Manual

Purpose of the Position

The purpose of the classroom aide position is to assist the assigned teacher in the overall classroom instruction and general supervision of the students and to help provide a loving, Christian environment.

Academic / Professional Qualifications

- A high school diploma; bachelor's degree preferred
- Certified Paraprofessional Educator or taking steps toward such certification preferred
- Experience in childcare or supervision
- Member in good standing of an LCMS congregation preferred
- Positive Christian role model

Key Competencies & Skills

- Verbal and written communication skills
- Professional personal presentation
- Organizing and planning
- Attention to detail
- Initiative
- Reliability
- Personal emotional management
- Ability to work with a sense of urgency
- Ability to work as part of a team
- Ability to multi-task

Work Schedule

The weekly work schedule is determined by the Principal according to the needs of the school.

Essential Duties & Responsibilities

- Assist in the implementation of daily activities and lesson plans under the direction of the assigned teacher.
- Maintain a close working relationship with the assigned teacher; meet regularly to discuss student performance, evaluate mutual expectations, and review work being done.
- Assist and supervise a student or group of students during daily activities, field trips, snack time, and play time.
- Teach class or assist a student or group of students with an assigned curriculum area under the direction of the assigned teacher.
- Assist the assigned teacher by grading papers, recording grades, circulating among students doing deskwork, attending to sick students, administering tests, assisting students requiring special direction, and reviewing work with students who have been absent.

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Essential Duties & Responsibilities - continued

- Maintain the discipline of a student or group of students in a fair, firm and Christian manner when needed; assist with disruptive students.
- Perform miscellaneous tasks as requested by the teacher (i.e. returning materials to the Learning Center, picking up newsletters, making copies, preparing needed materials and supplies, setting up or cleaning up an activity).
- Maintain the confidentiality of any information (written, verbal or other form) obtained during the performance of one's duties including information about students, their families, other employees and all school business.
- Other duties as directed by the Principal, or School Board.