

Coastal Christian School
Job Description

Instructional Aide

Overview: Coastal Christian School (CCS) is a religious, not-for profit organization and, as such, sets appropriate qualifications, functions and requirements related to its specific religious beliefs. Assists their teacher in all aspects of the school day including tasks related to student activities and supervision that results in Christian integrity and knowledge and skills leading eventually to be a productive citizen with a Christian worldview. Works cooperatively with and supports all school staff by suggesting ideas, offering encouragement and setting a Christ-like example. Brings problems or concerns regarding a child or another staff member to the teacher or principal only. Follows all safety, health, and personnel policies as stated in law, the Coastal Christian School Board Policies, and the Personnel and Parent handbooks.

Reports To: The teacher they support.

Supervises: None

Essential Functions of the Position:

- Presents and shows Godly characteristics in all aspects of your life.
- Knows the lesson plan for the day and sets the classroom up as requested.
- Assists the teacher in instruction of small groups.
- Assists the teacher in preparation of materials.
- Is aware of the individual needs of the children and provides appropriate love and attention that encourages them in a Christ-like manner.
- Maintains a safe, positive, clean and effective classroom and playground environment.

Qualifications:

- Have received Jesus Christ as Savior and Lord.
- Be a member in good standing of an evangelical church.
- Age 21 or older.
- High school graduate.
- Valid California driver's license
- Desirable: college courses related to education of K-12 students

Specifications:

- Part-time: approximately 3 hours per day (9-12 or 12:30-3:30), 5 days per week.
- Non-Exempt status (hourly)
- Compensations: hourly rate per CCS salary schedule, no health benefits.

Typical Duties and Responsibilities:

1. Connects Biblical principles to subject-matter concepts.
2. Motivates students and establishes a climate of love and care that defines responsible Christian behavior for students following the schools guidelines, standards and policies.
3. Supports the teacher with children who are uncooperative, allowing the teacher to focus on the group as a whole.
4. Is responsible to set up/clean up snack table, general housekeeping, spills, help children change clothes, art supply upkeep, general needs within the classroom and storage spaces.
5. Maintains accurate, complete, and correct records as needed.
6. Assists children in using the restroom as needed.
7. Works constructively with colleagues and administration.
8. Performs student supervision before, during or after school duty as assigned.
9. Communicates with the parents about their child's needs as requested by teacher.

10. Helps with the general upkeep of the playgrounds.
11. Notifies the teacher and office in writing of equipment needing repair and any other safety concerns.
12. Assists in the inventory of supplies as directed by the teacher.
13. Other related duties as assigned by the supervisor.

This job description in no manner states or implies that all of the duties and responsibilities that are to be performed are listed. This position will be required to follow the instructions and perform the duties that are required by the principal, teacher, the personnel handbook, and School Board policies.

Statement of Faith:

The minimum religious beliefs are listed in the Faculty and Staff Handbook as "Statement of Faith" which by reference here are incorporated into this job description and acceptance is a requirement of this position.

Physical Requirements and Working Conditions:

Activity	Occasionally (<3 hours)	Frequently (3 or more hours)	Constantly (5 or more hours)
Standing		X	
Sitting		X	
Walking		X	
Bending		X	
Squatting	X		
Kneeling	X		
Climbing	X		
Repetitive hand movement		X	
Reaching/Stretching	X		
Lifting 0-10 lbs.		X	
11-25 lbs.	X		
26-50 lbs.	X		
More than 50 lbs.			

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects including computer operation.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Is subject to inside and outside environmental conditions.
- Mental acuity to perform the essential functions of this position.

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

Employee

Date

Original 8/1995
Revised: 2/2012