



# EVERGREEN

CHRISTIAN COMMUNITY



## Substitute Teacher's Assistant

### Job Description

<b>Department:</b>	Evergreen Christian School	<b>Classification:</b>	ECS Substitute Staff
<b>Reports to:</b>	ECS Principal	<b>Status:</b>	On-Call, Non-Exempt

### **Basic Job Function:**

The Substitute Teacher's Assistant is responsible for providing support to teachers in classroom management, administrative tasks, and recess supervision.

### **Principle Responsibilities:**

- Performs administrative and filing tasks as assigned by the teacher
- Oversees safe and organized travel of students between locations as needed
- Works with students one-on-one or in small groups
- Serves as a member of the recess team
- Supports the teacher in the area of classroom management
- Maintains a Christian role model in attitude, speech and action towards others
- Observes Matthew 18 principle in dealing with students, parents, faculty, staff and administration
- Communicates effectively with children, parents, and fellow employees
- Respects confidentiality related to students, parents, staff, and constituency
- Other duties as may be assigned

### **Minimum Qualifications or Skills:**

- Excellent communication skills
- Strong attention to detail
- Ability to frequently sit, walk and stand
- Ability to occasionally squat, kneel and bend/stoop

### **Required Degrees, Certifications or Experience:**

- High school diploma or GED required
- CPR/First Aid Certification required