

**Job Description**  
**Calvary Chapel Academy**  
**Elementary Teacher's Aide**

Reports to: Director of Elementary  
FLSA status: Hourly (non-exempt)  
Hours per week: 29 hours, Part-time  
Campus: Melbourne

To assist the supervising teacher(s) to ensure students learn attitudes, skills, and subject matter which will contribute to their overall development as mature, able and responsible Christians.

Win: Share the truth of God's Word and how it applies to the lives of students  
Disciple: Address topics they can relate to and are relevant to their lives  
Send: Model and inspire them to share what they learn from school activities

**Job Requirements:**

- Culture – This is a critical component. As an employee, we expect you to conduct yourself in a manner that reinforces the core values and mission of Calvary Chapel
- Assist the supervising teacher(s) in the following: (*Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Hebrews 13:17*)
  - Implementation of the daily program
  - Planning and preparing the learning environment, setting up centers, and preparing needed materials and supplies (*Start children off on the way they should go, and even when they are old, they will not turn from it. Proverbs 22:6*)
  - Provide supervision at lunch, snack time and while on the playground
  - Establishing order in the classroom, cafeteria, playground or on school-related field trips (*For God is not a God of disorder but of peace—as in all the congregations of the Lord's people. 1 Corinthians 14:33*)
  - Reinforce teacher instruction to students, working with students on an individual or small-group basis at the supervising teacher's direction
  - In any other appropriate way helping with general housekeeping in the classroom
  - Preparing for parent conferences two times per year and as needed
  - Collect a minimum of two items of student work per child monthly and file in individual portfolios
  - Use current items to decorate classroom walls and hallway bulletin boards
  - Change classroom books as needed to match current themes
- Greet children and parents at the door every morning (*Make every effort to keep the unity of the Spirit through the bond of peace. Ephesians 4:3*)
- Model proper letter formation when writing
- Maintain peaceful classroom environment while keeping it neat and orderly (*Make every effort to leave in peace with everyone and be holy. Hebrews 12:14*)

- Communicate effectively with parents and students (*May the favor of the Lord our God rest on us; establish the work of our hands for us. Psalm 90:17*)
- Attend Christmas Program, Open House, as well as other after-hour events as needed (*For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man. 2 Corinthians 8:21*)
- Accompany and supervise students going on bathroom breaks and to the library, specials and other activities and while the teacher is out of the room
- Perform clerical tasks such as taking attendance, making copies, distributing classroom-related materials, maintaining classroom student files, collecting lunch money, collecting papers from students, passing out papers to students, keeping pencils sharpened and keeping track of tallies and writing up daily tally reports (*So let's not get tired of doing what is good. At just the right time we will reap a harvest of blessing if we don't give up. Galatians 6:9*)

#### **Other Responsibilities:**

- Keep all (students, parents, staff) personal and medical information confidential
- Be familiar with emergency protocols
- Attend and participate in scheduled devotional, in-service, retreat, committee, faculty and Parent/Teacher Fellowship meetings
- Support the school by attending extracurricular activities when possible
- Other duties as assigned by supervisor (*Colossians 3:23 - And whatsoever you do, do it heartily, as to the Lord, and not unto men.*)

#### **Required Skills:**

- Education Level – high school diploma or a GED equivalent
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, emailing and accessing the Internet
- Possess evidence of other adequate preparation, background or experience as determined by the school administrator
- Have good verbal and written communication skills

#### **Other Qualifications:**

- Be a Christian role model in attitude, speech and actions toward others (*And God is able to make all grace abound to you, so that having all sufficiency in all things at all times, you may abound in every good work. 2 Corinthians 9:8*)
- Demonstrate a personal relationship with Jesus through spiritual and moral integrity (*If you declare with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you profess your faith and are saved. Romans 10:9-10*)
- Fruit of the Spirit is consistently displayed in your life (*But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Galatians 5:22-23*)
- Be a reflection of God's love to colleagues and visitors (*A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another. John 13:34-35*)

- Mature and ongoing relationship with Christ
- Actively participate in a local Bible-believing church (*Let us not giving up meeting together, as some are in the habit of doing, but encouraging one another—and all the more as you see the Day approaching.* Hebrews 10:25)
- A dependable team player who understands unity and works well with people (*Make every effort to keep the unity of the Spirit through the bond of peace.* Ephesians 4:3)
- Maintain high standards of ethics, honesty and integrity in all personal and professional matters (*Pray for us. We are sure that we have a clear conscience and desire to live honorably in every way.* Hebrews 13:18)
- Servant-heart and optimistic attitude (*Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves...* Philippians 2:3)
- Have a conviction that God has called him/her to Christian school ministry (*And whatsoever you do, do it heartily, as to the Lord, and not unto men.* Colossians 3:23)
- Follow the Matthew 18 principle in dealing with conflict

### **Mission Statement**

**WIN** a person to Jesus Christ - New converts bring excitement and infuse freshness into a body. He said to them, "Go into all the world and preach the good news to all creation." Mark 16:15

**DISCIPLE** a person in Jesus Christ - Equipping believers gets them grounded in the Word. During this disciplining process, the person is being conformed to be like Jesus Christ. God has left all believers here on earth so that the Holy Spirit might indwell and empower them:

- To think like Jesus thought.....Mind of Christ
- To minister like Jesus did.....Works or Ministry of Christ
- To be like Jesus.....Character of Christ

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20

**SEND** a person for Jesus Christ - The world is in darkness and surviving without hope. Christians have been called to go and bring light and hope to these hurting people. We must have the compassion of Jesus. "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem and in all Judea and Samaria, and to the ends of the earth." Acts 1:8

### **Core Commitments**

If you have made a decision to follow Christ, then the 5C's are your roadmap to an exciting walk with God! They are the key elements we find in Scripture that helped the disciples turn their world upside down! And for that reason, they're the heart and soul of who we are at CCM.

#### **COMMIT**

Be a growing follower of Christ. A committed Christ follower no longer leads his life; he chooses to follow God in full obedience to Him.

#### **CELEBRATE**

Live the fulfilling lifestyle. Here at CCM we celebrate our new life in Christ 24/7! He knows us by name, He forgives all our sins, He directs our steps, He gives us the power and desire to live for Him.

**CONNECT**

To others in personal vibrant relationships.

**COMMUNICATE**

Share the good news to everyone everywhere. Jesus said, "Go into all the world and preach the good news to all creation."

**CONTRIBUTE**

Your time, passion, talents and possessions. God's work on earth is accomplished by Christ followers who give what they have to bless others.