



# TIMOTHY

## CHRISTIAN SCHOOL

<b>Position Title:</b>	Teaching Aide
<b>Position Summary:</b>	Assists the classroom teacher in all aspects of their class responsibilities
<b>Position Supervisor:</b>	Division principal/administrator
<b>Position Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assists teacher in record keeping duties</li> <li>• Assists teacher in preparation of notices, homework, and learning materials</li> <li>• Prepares crafts supplies and supervises students' craft time</li> <li>• Supervision of before care and morning bus arrival</li> <li>• Escorts students to classes from before care</li> <li>• Escorts students to special classes as needed</li> <li>• Escorts students to the nurse as needed</li> <li>• Supervises lunch periods each day</li> <li>• Assists younger children with lunch purchases</li> <li>• Assists elementary students in getting to the appropriate bus after school</li> <li>• Assists students on a tutorial basis as needed</li> </ul>
<b>Position Qualifications:</b>	<ul style="list-style-type: none"> <li>• The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living.</li> <li>• The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct.</li> <li>• The employee shall be in fellowship with a local church that has a doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.</li> </ul>