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## TEACHER AIDE JOB DESCRIPTION

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### Education

- Bachelor's degree
- State or specialty certification preferred

### Experience

- Ability to teach well, as demonstrated by references and student achievement
- Mastery of subject matter to be taught, as demonstrated by references, education, and student achievement

### Personal Qualities

- Credible profession of repentance and faith in Jesus Christ
- Godly character (pastoral and other character references may be required)
- Membership or regular attendance at a local church
- Gift of teaching
- Views teaching as a high calling
- Self-educator and lifetime learner
- Well-spoken, with excellent grammar, diction, and vocabulary
- Understanding of and agreement with the mission, philosophy, and pedagogy of The Wilberforce School, including classical framework and Charlotte Mason influence
- Teachable and committed to grow, learn, and develop new understanding and skills
- Understanding of and ability to articulate biblical worldview
- Ability to integrate biblical worldview into all subject matter to be studied
- Maturity and emotional stability
- Heart for young children, ability to interact with and lead children, strong desire to see children learn well, to know God, and to love God

### Job Responsibilities

With Students:

- Displays to students genuine love for God, love of scripture, and love of learning
- Prays (privately) for each student in the class
- Attentive supervision of students at recess times, guiding students in the formation of good habits
- Uses formal and informal assessment tools to measure students' progress
- Individualizes instruction according to each child's needs while moving everyone toward class high standards of achievement
- Identifies and addresses academic or disciplinary problems, documents situations and/or alerts the Lead Teacher, and Lower School Head/Dean of Instruction or parents when appropriate
- Respects the confidentiality of students, families, and colleagues by using the highest degree of discretion in all communication
- Completes administrative tasks to maintain smooth operation of classroom
- Appropriately curbs personal conversations and contacts at school



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### With Parents:

- Views parents as students' primary teachers
- Views parent-teacher communication as highly important and valuable; expresses to parents a commitment to teach and nurture their child
- Communicates with parents when issues arise with their child, whether in academics, discipline, or other matters
- Makes parents aware of what is being taught at school through work sent home and other means

### With Other Teachers:

- Assists the Lead Teacher, in executing daily lessons and activities
- Assists the Lead Teacher, working through the curriculum at an appropriate pace, with ongoing assessment of how each child is progressing through the material
- Works with other teachers to sharpen each other's teaching, share wisdom, and share experience
- Contributes to a cooperative and collegial atmosphere among teachers and staff
- Participates in teacher mentoring relationships
- Avoids gossip or slander by eschewing idle conversation about students or others and brings problems up only with the appropriate persons

### With Lower School Head and/or Dean of Instruction

- Brings discipline or academic problems to attention of these leaders early, keeping them abreast of general progress and specific problems that arise
- Participates in training, devotionals, and other meetings and initiatives
- Respects and upholds school policies and standards delineated in the faculty and student handbooks and in faculty training
- Follows Matthew 18:15-17 model for handling conflicts and disagreements
- Performs both teaching and non-teaching tasks with attention to quality, detail, timeliness, and professionalism

### **Reporting Relationships**

Reports directly to the Lower School Head and the Dean of Instruction