



Developing Christlike Character
and Academic Excellence

Student Aide Job Description

General Description

Job Summary: The Student Aide shall prayerfully assist specific students as they help the student learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God. The duties include supervising student(s) in the classroom, assisting with instructional needs, supervising while on the playground, and as the student(s) travel to their various subjects.

Hired by: The Head of School

Responsible to: The Teacher(s) assigned to the classroom, the Head of School

Supervises: The students assigned to his or her care

Evaluated: An annual written evaluation is provided by the Classroom Teacher

Type of Position: This is a part-time, hourly, non-exempt, at-will employee position.

Essential Job Functions

It is expected that the Student Aide will...

- Assist teaching staff in the instruction, direct supervision and behavioral management (in classroom and other areas as required) of an individual student, or at times a small group of students.
- Communicate measurable learning objectives and guide assigned student toward mastery of goals.
- Assist in tracking and the completion of course work.
- Maintain supervision at all times including transition, P.E. and other specials subjects.
- Document daily activities for communication to staff and parents of student.
- Based on student assignment, may attend to hygiene needs including toileting and dressing, as required by specific student

Required Spiritual Qualities

It is expected that the Student Aide will...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him or her to work at a Christian school.
- Have a Christ-centered home.

- Actively participate in a local Bible-believing church.

Required Professional Qualities

It is expected that the Student Aide will...

- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School.
- Adhere to policies and procedures found in the Staff Manual.

Required Personal Qualities

It is expected that the Student Aide will...

- Maintain a positive and professional demeanor while working with students.
- Communicate in a professional manner with students, parents, and coworkers.
- Provide positive reinforcement to students.
- Foster student motivation through enthusiasm and encouragement.
- Model behaviors that reflect and reinforce a positive attitude.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Sign and live by the school's lifestyle statement as a condition for employment and continued employment ministry.
- Be a self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the following of duties.
- Display courtesy and patience in dealing with others.
- Recognize his or her own mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to the constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Additional Duties or Responsibilities

It is expected that the Teacher Aide will...

- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Assist in maintaining a clean, attractive, and well-ordered classroom.
- Perform any other duties that may be assigned by the administration.

Physical Requirements to Fulfill the Essential Functions of this Position
Student Aide

Working Environment	Occasionally	Frequently	Daily
Outdoor Duty		X	
• Cold (50° or lower)	X		
• Heat (90° or higher)	X		
Gases/Fumes/Dust			
Chemical Solvents			
Noise			
High Stress	X		
Interruptions			X
Overtime Necessary			
Climbing Stairs	X		
Crawling			
Standing		X	
Sitting			X
Walking			X
Running			
Kneeling	X		
Bending	X		
Reach Over Shoulder	X		
Reach Chlkbd Height		X	
Pushing			
Pulling			

Moving Heavy Items	Occasionally	Frequently	Daily
Lifting/Lowering	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.	X		
• More than 50 lbs.			
Lifting Over Shoulders	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			
Carrying	X		
• Up to 20 lbs.	X		
• Up to 50 lbs.			
• More than 50 lbs.			

Operating Machinery	Occasionally	Frequently	Daily
Telephone			X
Computer			X
Copier			X
Printer			X
Calculator	X		
Projection Camera			
Interactive White-board			
AV Equipment			
Other			

Other Requirements	Occasionally	Frequently	Daily
On-time arrival			X
Regular Attendance			X
Summon 911 Help	X		
Apply CPR/First Aid			
Lead Field Trips			
Communicate Data			X
Prepare Reports			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Speak Clearly			X
Hear Clearly			X
Manual Dexterity			X
Eye/Hand Coordination			X
Driving			
Flying			

Date Job Description Last Reviewed: April 30, 2024