



TOLEDO CHRISTIAN SCHOOLS, INC.

**TITLE: JOB DESCRIPTION -
AFTER CARE TEACHER'S AIDE**

CATEGORY: Staff/Part-Time/Non-Exempt

PURPOSE: The Teacher's Aide is responsible for assisting the lead teacher in providing supervision, care, guidance, and developmentally appropriate learning experiences to meet the educational, physical, spiritual, and emotional needs of the children. The Teacher's Aide is responsible for helping maintain the classroom and follow all licensing regulations and school policies.

SUPERVISOR: Lead Teacher

FUNCTIONS AND RESPONSIBILITIES:

- Assist in the preparation of materials for each day, as well as dispense and collect supplies.
- Enforce good manners and godly principles.
- Assist with playground activities, snack time and homework.
- Aide should be able to give and receive instruction, as well as work independently.
- Need to be able to respond to basic emergencies and to look out for safety and welfare of the children.
- Greet the children and parents with salutations and smiles.
- Perform additional duties assigned by the Lead Teacher as needed.
- Assist in classroom daily housekeeping tasks.
- Report to the program Supervisor with any problem that may occur.

QUALIFICATIONS:

- Give evidence of being born-again through the redemptive grace of Jesus Christ.
- Demonstrate a mature and godly Christian worldview and lifestyle.
- Agree with school's Statement of Faith and Mission.
- Attend church regularly.
- High school diploma or equivalent.
- Exhibit excellent conflict resolution and communication skills, and be patient and energetic.
- Certification as required by the Ohio Department of Education.
- Certification for First Aid/CPR.
- Effective at time management and decision making.
- Strong classroom management skills.