



Phoenix Christian
PREPARATORY SCHOOL

Upper Elementary Instructional Aide Job Description

The Upper Elementary Instructional Aide collaborates with the Grade 3-5 classroom teachers to help students become successful learners. The Instructional Aide supports the classroom in creating an environment where all students can be successful learners. The qualified individual must be an evangelical Christian committed to living a Biblical lifestyle. He/she is expected to demonstrate patience, humility, integrity, and kindness while performing his or her day-to-day duties. He/she must be devoted to prayerfully work with administration, faculty, students and parents to develop and maintain a school that is thoroughly Christian and academically superb. The Instructional Aide reports to the Elementary Principal.

Personal Qualifications

1. Be deeply committed to a consistent daily walk with Jesus Christ.
2. Spend time daily in personal devotions and prayer.
3. Show in his/her life the joy of the Christian life.
4. Follow the Matthew 18 Principle in dealing with students, faculty, parents and administration.
5. Motivate students to accept God's gift of salvation and to grow in their faith.
6. Possess the ability to work gracefully with parents, students, and other school staff to develop a unified and successful educational program.
7. Demonstrate the ability to accept and carry out responsibilities and make competent, professional decisions.
8. Be willing to eagerly participate in professional development.
9. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task
10. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
11. Possess a teachable attitude and desire to work collaboratively.
12. Respectfully submit and be loyal to constituted authority. Shall notify the administration of any policy he/she is unable to support.

Qualifications

1. Experience working with children
2. 60 units from an accredited college or university preferred.
3. Experience working as an aide preferred

Essential Duties and Responsibilities

1. Act as an instructional aide in an Elementary classroom.
2. Work closely with classroom teachers to support the academic needs of all the students.

3. Work one on one and in small groups with students providing academic and behavioral support both in and out of the classroom setting.
4. Be able to use a wide variety of academic strategies to support the students in the classroom.
5. Collaborate with the classroom teacher to ensure students get the support they need to find academic and personal success at school.
6. Perform a variety of classroom associated clerical work, such as typing, sorting, filing, keeping accurate records, setting up and maintaining file folders, recording attendance, and completing forms and applications.
7. Prepare various teaching aids and materials such as charts, graphs, and other related items using such methods as typing, duplicating, collating, stapling, and laminating.
8. Demonstrate a willingness to work collaboratively as an educational team member.
9. Abide by all state and federal mandates in reporting sexual or physical abuse and neglect.
10. Execute special projects and duties outside of primary teaching responsibility as assigned.

Hours

40 hours per week; Monday - Friday: 7:30 am - 3:30 pm