



## **JOB DESCRIPTION**

**JOB TITLE:** Instructional Assistant—Primary School

**EMPLOYER:** Cherokee Christian Schools

**TYPE:** Regular, Full Time

**CLASSIFICATION:** Exempt

**SALARY RANGE:** \$26,000 per annum

**DEPARTMENT:** Primary School

**REPORTS TO:** Pre-K to Grade 3 Lead Teacher or Grade 4 to 6 Lead Teacher

**EFFECTIVE DATE:** August 1, 2024

**SUMMARY:** Serves as auxiliary classroom teacher assigned to a lead classroom teacher in the Primary School grades; provides direct instruction to students in reading, mathematics, social studies, science, and other subjects in small groups or in breakout instructional sections; provide specialized instruction and/or educational support to students requiring additional or remedial instruction; support the lead classroom teacher in the administration of classroom discipline and the enforcement of school policies; act as lead teacher when the lead classroom teacher is out ill, absent from school, or otherwise unable to act as lead classroom teacher.

### **DUTIES AND RESPONSIBILITIES:**

- Provides direct instruction to students in reading, mathematics, social studies, science, and other subjects in small groups or in breakout instructional sections.
- Provide specialized instruction and/or educational support to students requiring additional or remedial instruction.
- Collaborate with the lead classroom teacher in the preparation of lesson plans and curriculum implementation.
- Support the lead classroom teacher in the administration of classroom discipline and the enforcement of school policies.
- Act as acting lead teacher when the lead classroom teacher is out ill, absent from school, or otherwise unable to act as lead classroom teacher.
- Collaborate with the lead classroom teacher in the performance of student assessments and the administration of diagnostic testing.
- Prepare the classroom and other learning spaces for instruction and student use.

- Collaborate with the lead classroom teacher in modifying instructional and curriculum materials to meet the specific needs of particular students and documenting such modifications.
- Disciple students in the Christian faith and participate in weekly chapel sessions.
- Performs other related duties as assigned by the Director of Academics & Instruction and/or the lead classroom teacher.

### **QUALIFICATIONS:**

- Bachelor's degree preferred, but secondary school diploma acceptable based upon experience.
- Prior student teaching, teacher training, or experience as a teacher's aides.
- Commitment to excellence and high standards in teaching and classroom instruction.
- Ability to work collaboratively with professional colleagues in furtherance of the educational interests of students.
- Excellent written and oral communication skills, particularly in the context of teaching primary school age students.
- Ability to manage priorities and workflow in a fast-moving classroom environment.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Strong interpersonal skills, particularly in dealing with primary school students and their families.
- Good judgement with the ability to make timely and sound decisions
- Ability to effectively communicate with parents and family members from various backgrounds.

### **COMPETENCIES:**

- **Interpersonal Skills**--Focuses on resolving conflicts; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things; works respectfully with colleagues, students, and parent.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork**--Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership**--Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

- **Ethics**--Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds Christian values in the classroom and the workplace.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation**--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.