

## **Teacher's Assistant**

### **Principal Function**

The teacher's assistant is responsible to the Church, supervised by the minister of education for assisting the teacher in church educational programs. This involves assisting church program leaders in administering a comprehensive ministry of church education in support of the mission and objectives of the church.

### **Responsibilities**

1. Assist the teacher as directed by the minister of education.
2. Provide instructional or clerical support.
3. Monitor academic and/or nonacademic settings.
4. Provide instructional reinforcement for students.
5. Work with students individually or in small groups reviewing or reinforcing lessons.
6. Grade tests and other papers.
7. Assist in maintaining records.
8. Do typing, filing, copying, etc...
9. Help stock supplies and keep classroom equipment in order.
10. Report and record any incident violation in the "student weekly evaluation forms".
11. Work within the church process to educate students and provide needed services as directed by the minister of education.
12. Be aware of the educational and curriculum materials available.
13. Support church staff members as assigned.
14. Keep informed on methods, materials, principals and procedures as related to the education program.
15. Listen to oral recitation.
16. Maintain classroom discipline.
17. Assist with bathroom breaks
18. Keep updated and accurate records.
19. . Perform other duties as assigner by the minister of education

Directly or through delegation maintain adequate records on the administration and fiscal operation of the agency.

*Each staff member shall conduct himself or herself in a manner that will teach by example the Christian way of life.*