



**POSITION:** Instructional Aide  
**SUPERVISOR:** Principal

**STATUS:** Non Exempt  
**DATE:** July 2024

**Job Summary:**

Assist teachers with various tasks which may include: preparations of student materials, monitoring of student activity, supervision of students, and one-on-one intervention with struggling learners.

**Required Spiritual Qualities**

It is expected that the Instructional Aide will:

- Acknowledge Christ as Savior and seek to live 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 Coulee Christian School's **Statement of Belief**.
- 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. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share their faith with others.
- Have a Christ-centered home.

**Required Professional Qualities**

It is expected that the Instructional Aide will:

- Possess evidence of other adequate preparation, background, or experience as determined by the Supervisor.
- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.

- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The Instructional Aide should be able to use a website to upload, create, and submit documents. The Instructional Aide will be expected to use a Student Information System (SIS) for checking students grade reports to support homework completion and communicating with families as needed.

### **Required Personal Qualities**

It is expected that the Instructional Aide will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Remain committed to partnering with parents/guardians in the support and care of students.

### **Essential Job Functions - Accountabilities**

It is expected that the Instructional Aide will:

#### **Spiritual Leadership**

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a classroom or school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Encourage the spiritual growth of students.
- Participate in staff Bible studies.
- Integrate a Christian Worldview into interactions and daily instruction of students.

#### **Academic Leadership**

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Create a positive learning environment where students can thrive.
- Provide on-time supervision (duty) to students to ensure a safe school environment.

- Participate in ongoing professional development.
- Manage student behavior in the classroom by invoking established disciplinary procedures.
- Utilize effective classroom management strategies to engage all students in a safe and orderly manner.
- Deliver instructional activities, as prepared by the cooperating teacher.

#### **Administrative Leadership**

- Monitor safety of students.
- Assist teachers with copying, compiling of paperwork, preparation of student materials
- Serve as recess, hallway, bathroom or lunchroom monitor.
- Supervise drop-off and pick-up of students.
- Work one-on-one or in a small group setting with struggling learners or students who need additional support to be successful in the classroom.
  - Act as a 'second set of hands' in the classroom as directed by the teacher.
- Know the procedures for dealing with emergency situations in the school. Conduct required emergency safety drills in coordination with school leadership and classroom teacher.
- Report safety, health, and maintenance needs that are observed to appropriate individuals.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.

#### **Minimum Requirements:**

It is expected that the Instructional Aide will:

- Have experience working with children in an educational or ministry setting.

#### **Working Relationship and Scope:**

Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, and volunteers.

#### **Acknowledgment:**

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

**I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.**

---

Printed & Signed name of Employee

---

Date

---

Printed & Signed name of Supervisor

---

Date