

**Ankeny Christian Academy
Teacher Associate Job Description**

Supervisor: Elementary Principal

Job Summary: The teacher associate will assist the classroom teacher with student interaction, behavior, instruction, and one-on-one assistance as needed and directed by the teacher. The teacher associate will assist the teacher with clerical and assistive tasks. The teacher associate will serve as a classroom substitute as needed.

Teacher Associate Responsibilities and Expectations

- Serve as a substitute in the absence of an elementary teacher.
- Assist in tasks to allow the classroom teacher to focus on their students.
- Perform recess duties and carry out the expectations for safe supervision on the playground.
- Carry out supervision in the lunchroom
- Supervise students at arrival times and dismissal times

Additional tasks may include:

- Working with small groups of students in reading, math and writing assistance.
- Working one on one with a student for the purpose that the educator requests.
- Monitoring the progress of learners using online progress monitoring or systems such as Read Naturally.
- Checking student assignments and organizing them for the educator to enter in a gradebook or JMC the school's information system.
- Completing clerical tasks by the given due date such as copying, laminating, collating, putting up and taking down student work on boards or hallways.
- Composing Word or Google documents.
- Providing a short break for the teacher to use the restroom or to supervise the children through the building for a drink and restroom break.
- Provide health care should a student need- E.g. band-aid application be a student escort to the office for health care.

Expectations

- Be willing to work alongside classroom teachers to train the hearts and minds of elementary children in a school setting.
- Work independently without interrupting classroom teachers during instruction time.
- Share advice privately with educators about the progress of a student that the TA is working with.
- Maintain confidentiality with student abilities and behaviors.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Be open to constructive criticism while maintaining a teachable attitude.
- Inform the classroom teacher(s) and/or elementary principal in a timely manner if unable to fulfill any duty assigned.
- Be flexible and show patience in having the tasks or duties change based on the teacher's discretion and immediate need.

Requirements and Qualifications

The Teacher Associate accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born-again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Teacher Associate believes that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24; 18:15-20). Therefore, the Teacher Associate agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Teacher Associate agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

The candidate shall possess characteristics that reflect:

- A strong clear Christian testimony with a mature and godly spirit.
- A daily example of the highest Christian virtue both in and out of school.
- Commitment to faithful attendance and support of a church whose beliefs are in agreement with the ACA Statement of Faith.

Physical Requirements to Fulfill the Essential Functions of an Elementary Teacher

(Leave category blank if not applicable)

WORKING ENVIRONMENT	OCCA-SIONA L	FRE-Q UENT	DAILY	NOT APPLICABL E
TELEPHONE		X		
FAX	X			
COPIER			X	
COMPUTER/LAPTOP			X	
PRINTER			X	
CALCULATOR	X			
LCD PROJECTOR	X			
AV EQUIPMENT	X			
OTHER (Please list)				

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QU ENT	DAIL Y	NOT APPLICABLE
COLD (50 F or less)		X		
HEAT (90 F or more)		X		
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS	X			
CRAWLING OR KNEELING	X			
STANDING			X	
SITTING			X	
WALKING			X	
RUNNING	X			
BENDING			X	
REACHING OVER SHOULDER		X		
PUSHING			X	
PULLING			X	
MOVING HEAVY ITEMS				
LIFTING/LOWERING:				
Up to 20 lbs			X	
Up to 50 lbs	X			
More than 50 lbs				X
LIFTING OVER SHOULDER:				
Up to 20 lbs		X		
Up to 50 lbs	X			
More than 50 lbs				X
CARRYING:				
Up to 20 lbs			X	
Up to 50 lbs	X			
More than 50 lbs				X
WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QU ENT	DAIL Y	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	X			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			X	
PREPARE REPORTS	X			
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			X	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY			X	
EYE/HAND COORD.			X	

- Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Board approved: