

## Job Description – Teacher’s Aide

### Support for teacher

A GLS teacher aide must maintain a culture of cooperation with the teacher, aiding in a variety of ways that includes but is not limited to...

- Supervising student actions in the classroom or at recess and intervening in a way that is consistent with how the teacher handles each situation.
- Assisting with lessons as directed by the teacher.
- Accompanying students to specials classes.

### Support for students

A GLS teacher aide must work with students to support them with their needs. This includes, but is not limited to...

- Being kind and loving to students which builds trust.
- Helping students prepare and work through a lesson.
  - o Assist with cleaning up the areas where learning takes place, or organizing materials
  - o Redirect students who are struggling to stay on task
  - o Reiterate to students the instructions
  - o Show students how to do the task assigned to them
- Assist students as necessary with bathroom duties.
- Provide emotional support for a student who is struggling.

### Christian conduct

As a teacher’s aide in a Christian school, a GLS aide is also expected to...

- Establish a caring relationship with each student
- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct

### Professional Responsibilities

- Attend trainings as required by administration (ex: CPR, diabetes, concussion)
- A college degree is preferred.

## Job Description – Teacher Assistant

### Support for teacher

A GLS teacher assistant must maintain a culture of cooperation with the teacher, aiding in a variety of ways that includes but is not limited to...

- Supervising student actions in the classroom or at recess and intervening in a way that is consistent with how the teacher handles each situation.
- Assisting with lessons as directed by the teacher.
- Accompanying students to specials classes.

### Instructional Involvement

A GLS teacher assistant is involved in planning and preparation of lessons, as well as teaching small groups of students. This includes, but is not limited to...

- Collaborating with the teacher in planning and preparation of daily lessons.
- Providing instruction to small groups of students.

### Support for students

A GLS teacher assistant must work with students to support them with their needs. This includes, but is not limited to...

- Being kind and loving to students which builds trust.
- Helping students prepare and work through a lesson.
  - o Assist with cleaning up the areas where learning takes place, or organizing materials
  - o Redirect students who are struggling to stay on task
  - o Reiterate to students the instructions
  - o Show students how to do the task assigned to them
- Assist students as necessary with bathroom duties.
- Provide emotional support for a student who is struggling.

### Christian conduct

As a teacher assistant in a Christian school, a GLS assistant is also expected to...

- Establish a caring relationship with each student
- Share personal faith with students and colleagues
- Have words and actions that exemplify Christian conduct

### Professional Responsibilities

- Attend professional development to better understand best practices for instruction
- Attend faculty meetings to understand how to best support the teacher in all aspects of daily instruction and supervision for the class.
- Attend trainings as required by administration (ex: CPR, diabetes, concussion)

### Pre-requisite

- Taken coursework towards a degree in education
- A college degree is preferred.