

# Mountain Christian School

## Teacher's Assistant

### Job Summary

Mountain Christian School is seeking a Teacher's Assistant who would act in a support position to assist elementary teachers and staff. This may involve supervising students at lunch or recess, preparing materials for classroom instruction, assisting with remedial or small group teaching, and working with the teacher to ensure the classroom runs smoothly.

The Teacher's Assistant must be a born-again Christian and attending church regularly. They must be able to whole-heartedly agree with and support the MCS mission, goals, and statement of faith.

### Responsibilities

- Supervise groups of students at lunch or recess, ensuring student safety and tidy environment.
- Working with small groups of students to enhance or reinforce the learning process.
- Working with smaller groups of students for remedial teaching.
- Help prepare and set up necessary class materials.
- Review material taught in class with individual students with learning challenges.
- Assist teachers with various classroom tasks (e.g. grading assignments).

### Skills

- Experience working with students or children, preferably in a classroom environment.
- Basic understanding of student behavior management and classroom management.
- Proficiency in Google suite (Google Docs, Google Slides, Google Calendar, etc.)
- Understanding of school and classroom operation.
- Positive, friendly attitude toward staff and students.
- Professional attitude and appearance.
- Ability to be flexible and adapt when necessary.
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues and tasks arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.