

Position Title: Teacher Aide**St. John Lutheran Ministries, Battle Creek, NE****Accountable to:** The Principal, The Board of Education**Qualifications:****Professional:**

- Must be a Christian, actively involved in a congregation, with knowledge of Lutheran doctrine
- Member of St. John Lutheran Church (preferred)
- Confesses faith based on Biblical truths and the Book of Concord
- Demonstrates Christian attitudes in interactions with others
- Has solid references and recommendations

Personal:

- Maintains a close relationship with God through prayer, Bible study, regular communion, and church attendance
- Serves as a Christian role model (1 Timothy 4:12)
- Resolves differences following the spirit of Matthew 5 and 18
- Uses appropriate, respectful language; is tactful, courteous, and a good listener
- Displays poise, punctuality, and enthusiasm
- Shows Christian concern and sensitivity to others' needs and feelings
- Sets and implements goals effectively; demonstrates sound judgment and decision-making
- Is well-organized, uses time efficiently, and follows through on plans
- Communicates clearly in writing, speaking, and listening
- Is physically and emotionally healthy
- Dresses appropriately and presents a pleasant appearance
- Maintains a positive attitude and is open-minded and tolerant
- Demonstrates love and concern for all children, using positive language and actions

Work Expectations

- Follow the assigned schedule
- Follow directions from the cooperating teacher
- Support smooth daily operations, instruction time, and classroom flow
- Clean up as messes occur
- Make copies and assist with prep work for lessons and learning stations
- Redirect students toward attentive, on-task behavior
- Model expected behavior for students
- Assist with students who are disengaged, distracted, or disruptive so the teacher can continue instruction

Additional Duties May Include

- Supervise students before school and throughout the day
- Supervise during field trips
- Oversee study hall and assist students as needed
- Supervise recess and lunch duty
- Assist in preschool small groups
- Grade and record student work
- Work one-on-one or in small groups with students
- Read to students and listen to them read
- Administer or assist with tests (e.g., reading tests aloud)
- Reinforce or reteach lessons
- Assist in the computer lab
- Use computers to research or complete tasks
- File documents, prepare materials, and organize art projects
- Maintain bulletin boards and classroom displays
- Tidy and restock the workroom (e.g., copier paper, staplers)
- Clean up spills or messes (e.g., from art projects or student illness)

Attributes

- Be a team player and flexible
- Respect the teacher's authority in their classroom
- Be observant—listen and watch for student concerns
- Build positive connections with students outside the classroom
- Be visible and engaged in church/school functions
- Be willing to share the Gospel
- Be consistent in enforcing expectations and discipline
- Utilize the principal for support
- Communicate concerns with the teacher
- Be punctual, efficient, accurate, and forgiving
- Prioritize student safety