



---

**Myrtle Grove Christian School**

806 Piner Rd.

Wilmington, NC 28409

---

## **Lower School Teaching Assistant**

**Position Title: Lower School Teaching Assistant**

**Reports to: Lower School Principal**

**Full-time 10-month employee**

### **Qualifications**

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Hold an Associates degree in an appropriate major from a recognized college
- The ideal candidate will possess prior experience working with children
- Collaborate successfully with faculty and staff
- Express strong verbal and written communication skills
- Display excellent planning, organization, and time management skills

### **Overview of Job Responsibilities**

- Support the classroom teacher in fostering a love of learning within students; be available to help with instructional activities in small groups or one-on-one with students
- Assist the classroom teacher in maintaining appropriate and accurate records of the student's attendance, learning progress and performance, and behavior
- Assist the classroom teacher in establishing procedures, standards, and rules for positive and effective classroom management; be consistent with classroom rules and their implementation
- Recognize and attempt to inspire each individual student in desirable performance and behavior
- Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the spiritual, mental, physical, social, and emotional aspects of each child

- Treat each child with dignity and respect and model these behaviors for students
- Foster positive collaboration and partnership with families
- Attend all required professional development meetings and school programs as directed
- Assist teacher with making copies, running errands, and preparing supplies for the classroom

Physical Requirements:

- Ability to stand and/or walk approximately 75% of the workday
- Speak and hear clearly
- Operate a computer, hand-held learning devices or other technology
- Reach, bend, stoop, twist, and lift/move up to 30 pounds.
- Ability to participate in and supervise students in outdoor situations in different weather conditions