

Assistant Teacher Job Description

Purpose: Assist the teacher to provide Christ-centered teaching in your subject area in a safe and edifying environment. Your job is very important as a support to the teacher.

Scope: Responsibilities:

1. Class preparation should include:
 - a. Meet with your teacher before the year starts to know what the class plans are. Look over the syllabus for the class. Make sure you have a good understanding of the goals of the class.
 - b. Check Engrade weekly as though you were a student in the class. Be aware of what the students are to do.
 - c. Check with the teacher to see if there are any items that need to be prepared or purchased for the class. Assist where necessary.

2. Class time:
 - a. Make sure you arrive on time!
 - b. Take roll for the teacher each week. This is necessary for fire drills.
 - c. Throughout the week, keep your students, teacher, and class content in your prayers.
 - d. If a student needs to use the restroom, accompany him or her to the restroom. This is a church requirement so that we don't have kids wandering the halls.
 - e. Assist with class behavior. If a student seems to be talking or doing something that is distracting to the class, help to deal with the situation. If the behavior doesn't change, and they continue to disrupt the class, bring the student to their parent. If the parent isn't there, take them to a leadership team member.
 - f. Give the teacher feedback regarding students' attitudes and interaction you observe between student and teacher.
 - g. Encourage the students to have an enthusiastic attitude. Motivate the students to do their best.

3. Homework:
 - a. Find out how the teacher prefers to collect homework. Help to follow her plan. If appropriate, help grade homework or tests.
 - b. Assist the kids when possible with their homework.

4. If the teacher is unable to attend class, be prepared to take over if necessary. A substitute should be called to assist you, but think through things that you can do with the class. The teacher should have a folder with ideas in case he/she is unable to attend class.