



NorthCreek CHURCH

Job Description

Title	NorthCreek Academy Teacher's Aide
Job Summary	The NorthCreek Academy (NCA) Teacher's Aide shall serve the ministry of NorthCreek Academy and Preschool (NCAP) by prayerfully providing operational and instructional assistance to the assigned NCA Teacher in a wide range of support, classroom management, and instructional tasks to the praise and glory of God.
Reports to	<ul style="list-style-type: none"> ● NCAP Administrator and Principal ● NCA Teachers as direct supervisors
Supervises	NCA students
NCC Category	NCC Support Staff
NCAP Category	NCA Instructional Support Staff
Last Updated	7-19-22

I. Qualifications

- A. Must be a "born again" Christian who has received Jesus Christ as Savior and Lord (John 3:3; I Peter 1:23) and who shall lead a separated life.
- B. Must be a person of true Christian character, experience and example, demonstrating Spirit led maturity, stability, integrity and dependability (1 Peter 5:3).
- C. Must have read and understood the Statement of Faith of NorthCreek Church and the Teaching Statement of NorthCreek Church (summary) and must agree not to teach or advocate a position that would be contrary to any of the elements in these statements.
- D. Must live by the Lifestyle Statement of NorthCreek Church as a condition for employment and continued employment in this ministry.
- E. Must accept and work within the philosophical parameters of the church as established by the Senior Pastor and the Board of Elders.
- F. Must faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- G. Must demonstrate a sense of God's calling to the NCA ministry and be a person of spiritual maturity with academic and leadership abilities that allow him to "train up a child in the way he should go" as an extension of the home.
- H. Must possess a high school diploma or equivalent; experience working with children in a school setting preferred.
- I. Must possess the necessary knowledge, skills, and abilities to proficiently achieve job responsibilities including subject matter and instructional competency to assist the teacher in achieving curriculum goals.
- J. Must be able to communicate effectively with all stakeholders and the public, demonstrating a command of English in written and oral communication.
- K. Must demonstrate computer literacy and technological proficiency, such as is necessary to assist the teacher in communicating, record keeping, and integrating technology into instruction.
- L. Must possess the ability to operate standard office equipment.
- M. Must meet the physical requirements necessary to perform the job, including the ability to accomplish multi-faceted job responsibilities in a fast-paced, active environment; provide roving, active supervision outdoors for extended periods of time; and take appropriate action for emergencies, injuries, and illnesses.
- N. As determined by the NCAP Administrator and Principal, may evidence other adequate preparation, background, experience, or qualifications.



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II. Relationships

- A. Must be responsible to the Lord Jesus as the Head of the Church (Eph. 1:20-23).
- B. Employed by NorthCreek Church to serve in the ministry of NorthCreek Academy.
- C. Report to the NCAP Administrator and Principal.
- D. Report directly to NCA Teachers.
- E. Build and maintain a team relationship with other employees and a partnership with parents, and serve as a Christian role model for students and others.
- F. Supervise NCA students.

III. Spiritual Responsibilities

- A. Exemplify commitment to NCAP's ministry, mission, vision, core values, educational philosophy, and Expected School-wide Learning Results.
- B. Faithfully support and attend a local church whose beliefs are in essential agreement with the Statement of Faith of NorthCreek Church (Hebrews 10:25).
- C. Serve as a Christian role model in attitude, speech, and actions both on and off the job in a consistent daily walk with Jesus Christ.
- D. Model the disciplines of Christian life, including Scripture memorization and study, prayer, witnessing and unity in Christian fellowship.
- E. Utilize biblical principles, including the Matthew 18 principle, to resolve differences with students, parents, and other employees.
- F. Encourage students, parents, and staff in their spiritual growth as opportunities arise.
- G. Support the role of parents as those primarily responsible before God for their child's education.
- H. Demonstrate a commitment to the development of the whole child – spiritual, intellectual, physical, emotional, and social.

IV. Job Specific Responsibilities

- A. Provide effective operational assistance to the assigned NCA Teacher by demonstrating the insight and ability to take initiative, follow direction, and determine appropriate action. Defer to the appropriate NCA Teacher as appropriate, including all parent communication.
- B. Utilize a variety of skills and equipment to proficiently perform diverse support tasks such as preparing instructional materials, performing project-oriented tasks, and displaying, grading, and recording student work.
- C. Demonstrate the ability to multitask and follow-through on accomplishing timely, quality assignments.
- D. Help the teacher meet the individual needs of students by providing effective individual or small group instruction and support as directed.
- E. Help the teacher effectively manage instruction, procedures, students, class climate, and physical environment; provide oversight that maintains the learning environment in the teacher's absence.
- F. Demonstrate subject matter and instructional competency to help achieve curriculum goals.
- G. Support an environment that nurtures relationships and fosters the growth of students by capitalizing on teachable moments and ministry opportunities.
- H. Contribute to a healthy learning environment by helping students resolve conflict biblically and by implementing effective and appropriate biblical discipline. Defer significant disciplinary issues to the applicable NCA teacher.
- I. Maintain order, security, and safety in the teacher's absence through effective student supervision in the classroom and on campus, including roving, active supervision when outdoors.
- J. Know, enforce, and communicate policies and procedures applicable to this position including general school policies, department and classroom policies, and NCA Playground Procedures.



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- K. Meet the individual needs of students under supervision by taking appropriate action in critical areas such as high risk student protocol and injuries and illnesses.
- L. Assist with the safe and orderly operation of carline as assigned.
- M. Support the broader school program by performing any other duties assigned.

V. Professional Responsibilities

- A. Cooperate with the Elder Board and NCAP Administrator and Principal in implementing all policies, procedures and directives governing the operation of the school. Communicate through the proper channels if policy or procedural conflicts arise.
- B. Contribute to campus safety by following established safety and security protocol, emergency procedures, and child abuse and neglect reporting requirements.
- C. Grow professionally through such avenues as educational opportunities, self-reflection, and informal and formal evaluation processes.
- D. Work well independently and collaboratively, handling challenges with grace, patience, understanding, and flexibility.
- E. Seek the counsel of the NCAP Administrator and Principal, direct supervisor, and colleagues while maintaining a teachable attitude.
- F. Provide input and recommendations for the administrative and managerial functions in the school.
- G. Attend and participate in staff orientation, accreditation, and other meetings as required.
- H. Maintain positive public relations by representing the school in a favorable and professional manner to all stakeholders and the public.
- I. Maintain standards of professional confidentiality, discernment, and discretion.
- J. Focus on ministry responsibilities during work hours and prioritize the school ministry ahead of outside or volunteer work.