



RAINIER

CHRISTIAN SCHOOLS

JOB DESCRIPTION

RCS employs Christian educators who are innovative, creative, nurturing, and relational. If you are gifted in fostering curiosity about learning, engaging student participation, developing critical thinkers, and building student leadership in a safe and trusting environment, we welcome you to consider a career at Rainier Christian Schools.

Title: **Teacher's Assistant**

Overview: The assistant shall be a high school graduate, 18 years of age or older, who is a born-again Christian, who has been called of God to the teaching profession.

Reports to: Preschool Director

Evaluation: Performance will be evaluated in accordance with this Job Description.

BASIC FUNCTION

The assistant will use creative and valid techniques to achieve appropriate developmental progress, to integrate biblical principles and a Christian philosophy of care, to create a safe and trusting relationship-based environment which promotes love and respect. RCS assistants should radiate the love of Christ in how they love their students.

REQUIRED PERSONAL QUALITIES

The assistant shall:

- Have a personal relationship with God through faith in Jesus Christ
- Believe that the Word of God is the standard for faith and daily living
- Be a Christian role model in attitude, speech, and actions toward others
- Be a regular attendee at a Bible believing church
- Exhibit love and grace in their relationships

ESSENTIAL FUNCTIONS

The assistant shall:

- Reflect the purpose of the school, which is to "Educate and Develop the Whole Person for the Glory of God!"
- Assist in keeping an attractive, clean, well-ordered, classroom
- Assist in keeping proper order and discipline through a positive, creative learning environment
- Assist in implementing a variety of appropriate care methods and materials that will creatively reach the whole student – spiritual, mental, physical, social and emotional
- Assist the lead teacher with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
- Maintain confidentiality
- Report any suspect abuse to the preschool director
- Help the lead teacher to arrange the classroom environment in accordance to program goals and philosophy
- Assist in maintaining a safe and healthy environment
- Inspect and report damaged or lost materials
- Attend staff meetings
- Meet all applicable licensing regulations

- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity and consideration
- Know the emergency procedures
- Inform the administration in a timely manner if unable to perform assigned duties

SUPPLEMENTAL FUNCTIONS

The assistant shall:

- Utilize education opportunities and evaluation processes for professional growth
- Support the broader program of Rainier Christian Schools by attending extracurricular activities when possible
- Perform any other duties that may be assigned by the Director

PHYSICAL REQUIREMENTS

The assistant shall:

- Handle work which deals mostly with people, objects, equipment in a general setting
- Bend, stoop, twist, turn, reach, lift up to 50 pounds, carry, pull push, climb, and kneel, walking and standing approximately 50%-75% of the work day
- Recognize differences in sound; such as voices/noises that are loud and playful versus angry and combative, able to differentiate tones and volumes in conversation
- Be able to perform child restraint as necessary if child is going to harm themselves or others
- Be able to think innovatively when tasks are not governed by standard practices
- Handle most tasks with energy and good organizational skills
- Take CPR and First Aid classes as prescribed
- Obtain Food Handler's Permit
- Obtain Merit Registration
- Obtain Portable Background Check and finger printing

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.

Rainier Christian Schools has a racially nondiscriminatory policy. Rainier Christian Schools does not discriminate against applicants and employees on the basis of race, color, or national/ ethnic origin.