



Instructional Assistant

2021

To apply please complete a “General Employee Application” found on our websites

[EMPLOYMENT PAGE](#)

Reports To: Dean of Academic Services

Position Status: Part-Time Employee

Pay Structure: Starting pay range based on experience

WCS MISSION STATEMENT:

Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.

REQUIRED PERSONAL QUALITIES

- Be a committed Christ-follower,
- Attend a Christian church regularly,
- Be a role model in attitude, speech, and actions toward others,
- Have the spiritual maturity and leadership abilities to align with Western Christian School mission,
- Exemplify the Fruits of the Spirit and demonstrate additional character qualities such as servant leadership, humility, integrity, courage, enthusiasm, strength, courtesy, flexibility, gratitude, and wellness qualities such as energy, stamina, and endurance.
- Meet everyday stress with emotional stability, objectivity, and optimism,
- Refuse to use or circulate confidential information inappropriately,
- Make an effort to appreciate and understand the uniqueness of the community of Western Christian School.

Job Goals:

To assist the teachers/principal in maintaining appropriate activities and environment to enable children to learn

Job Qualifications:

- At least two years of college credit

- Experience working with children
- Working knowledge of school operations and procedures
- Ability to perform non-teaching classroom tasks
- Ability to use multiple computer programs, word processing, PowerPoint, publisher, etc.
- Ability to establish and maintain positive and effective working relationships with students, teachers, co-workers, and parents.
- Ability to understand and effectively carry-out verbal and/or written instructions from the teacher and principal.
- Ability to be emotionally stable in an emergency situation.

Other Qualifying Conditions:

- The employee agrees to abide by the regulations set forth in the Western Christian School Employee Handbook and any additions made during the year and to cooperate in every way with the school administration
- One must be able to perform the duties they are assigned

Performance Responsibilities:

- Works under the direct guidance of the teachers and the principal
- May participate in daily and long-range planning
- Assist students in completing classroom assignments
- Assists in preparing instructional materials for classrooms and school in general
- Supervises students in classrooms, playgrounds, cafeteria, hallways, and study halls; before school and after school as requested
- Scoring of non-confidential tests and other teacher criterion-referenced exercises
- Cooperates with the teacher to maintain a positive learning environment
- Solves student problems using strategies, based on “Love and Logic” techniques
- Observes the Matthew 18 principle in conflict resolution
- Takes problems to the Principal as necessary
- Continues to grow and develop his/her instructional aide abilities
- Maintains a cooperative attitude
- Other duties as assigned by the school principal