



Instructor's Aide

Lower School

Position Overview:

The Lower School Instructor's Aide will be a born-again high school graduate, who feels called by God to this position. He/she will assist the classroom teachers. The Instructor's Aide must be sensitive to the needs of others; be able to relate well to students and co-workers; and be willing to fulfill responsibilities in accordance with North Hills Christian School's philosophy.

Required Personal Qualities:

- Have received Jesus Christ as his/her personal Savior and have a clear testimony
- Believe that the Bible is God's Word and is the standard for faith and daily living
- Agree with the North Hills Christian School Statement of Faith
- Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- Be an evangelical, with understanding and adherence to the school's statement of faith.
- Be a member in good standing at a Christian church
- Show by example the importance of regular Scripture study and memorization, prayer, witnessing, and unity in the body of Christ
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go"
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meet everyday stress with emotional stability, objectivity, and optimism
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy
- Use acceptable English in written and oral communications and speak with clear articulation
- Refuse to use or circulate confidential information
- Respectfully submit and be loyal to constituted authority

Minimum Qualifications:

- High school diploma
- Clear background check



Essential Job Functions:

- Demonstrate a commitment to the mission of North Hills Christian School by:
 - Understanding, supporting, and effectively communicating the school's mission.
 - Understanding and applying the distinctives of Christian education.
 - Exemplifying a lifestyle of godliness and service as a model for his or her students.
 - Demonstrating biblical fruits of the spirit.
 - Maintaining expectations for teacher conduct, as outlined in the teacher contract and employee code of ethics.
 - Representing the school in a favorable and professional manner, including the use of social media.
- Follow and encourage students to follow biblical and professional principles of conduct in interactions with parents, students, and colleagues by:
 - Treating parents, students, and peers with respect.
 - Avoiding gossip and negativity.
 - Following Matthew 18 as a biblical pattern for resolution of conflict.
 - Avoiding unnecessary conflict.
 - Maintaining a supportive and nurturing relationship with students.
- Contribute to a positive, professional school environment by:
 - Adhering closely to school policies, duties, and procedures.
 - Contributing as a team player and actively seeking out ways to serve others.
 - Casting a positive, professional image of North Hills Christian School to the community.
 - Dressing professionally and modestly.
 - Avoiding excessive absenteeism or tardiness to work, school functions, or meetings.
 - Attending faculty and committee meetings, as assigned.
 - Avoiding discussion of students (individually or corporately) with other students or parents of other students.
 - Exercising professionalism when it is necessary to discuss students with other teachers or employees.
 - Directing all family concerns to the teacher further communication.



- Assist with daily classroom activities under the direction of the lead/classroom teacher by:
 - Providing direct participation and supervision of student activities according to lesson plans, routines, and lead teacher directives.
 - Tutoring and assisting students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
 - Implementing applicable school policies and regulations.
 - Problem-solving in an effective and efficient manner (i.e. discipline, first aid).
 - Maintaining strict confidentiality regarding staff, students, and families.
 - Performing other related duties as assigned by the Principal and/or classroom teacher assigned.
- Assist with maintaining a safe and disciplined environment at all times by:
 - Implementing emergency procedures appropriately.
 - Supervising all activities with complete attention free from unnecessary distractions.
 - Ensuring students remain in designated areas.

Ability to:

- Learn school organization, operations, policies and objectives
- Understand and carry out oral and written instructions
- Establish and maintain cooperative and effective working relationships with others

Working Conditions

- General classroom environment
- Some lifting required

Please submit resume and cover letter to Kelly Lookadoo, klookadoo@northhillschristian.com.