



NORTH HILLS CHRISTIAN SCHOOL

EQUIPPING HEARTS AND MINDS OF STUDENTS TO IMPACT THE WORLD FOR CHRIST

Teacher's Aide

Upper School

Position Overview:

The Upper School Teacher's Aide shall be a born-again high school graduate, who feels called by God to this position. He/she will assist the classroom teachers. The Teacher'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

Minimum Qualifications:

- High school diploma

Essential Job Functions:

- Under the direction of the lead teacher assist students with daily activities
- Provides direct participation and supervision of student activities according to lesson plans, routines, and lead teacher directives
- Tutor and assist students individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers
- Observe students' performance, and record relevant data to assess progress with the lead teacher
- Distribute teaching materials such as textbooks, workbooks, papers and pencils to students.
- Help maintain organization of the classroom
- Assists in maintaining a safe and disciplined environment for students
- Serve as a Christian role model for students and families
- Implements applicable school policies and regulations
- Problem-solves in an effective and efficient manner (i.e. discipline, first aid)
- Helps to ensure all academic policies and regulations are met
- Help classroom teacher maintain accurate records, forms and files
- Maintains strict confidentiality regarding staff, students and families
- Participates in staff meetings and weekly devotions
- Performs other related duties as assigned by the Principal and/or classroom teacher assigned



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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 office environment. Use of telephone, computer, and general office machines.
- Some lifting required.

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