



## LOWER SCHOOL TEACHING ASSISTANT (PART-TIME)

### Position Information

Position Title: Lower School Teaching Assistant

Department: Lower School (Grades K-5)

Reports To: Lower School Head and Assigned Classroom Teacher(s)

Employment Status: Part-Time

Schedule: Monday-Friday, 8:00 a.m.-12:00 p.m.

Work Calendar: School-Year Position

### Mission Alignment

The Teaching Assistant supports the mission of The King's Academy by partnering with teachers to provide a Christ-centered educational environment that promotes spiritual growth, academic excellence, and character development. The Teaching Assistant models Christian values and contributes to a culture where students are known, loved, and equipped.

### Position Summary

The Lower School Teaching Assistant provides instructional, organizational, and supervisory support to classroom teachers in grades Kindergarten through Fifth Grade. This position assists with classroom instruction, small-group learning, student supervision, classroom preparation, and daily operations while fostering a safe, nurturing, and engaging learning environment.

### Essential Duties and Responsibilities

#### Instructional Support

- Assist teachers with classroom instruction and learning activities.
- Work with individual students and small groups to reinforce academic concepts.

## **LOWER SCHOOL TEACHING ASSISTANT (PART-TIME)**

- Support reading fluency, math fluency, writing development, and other grade-level learning objectives.
- Assist with classroom assessments, projects, and differentiated learning activities.
- Prepare instructional materials, learning centers, and classroom resources.
- Support students in developing independence, responsibility, and strong work habits.

### Student Supervision and Classroom Management

- Assist in maintaining a positive, orderly, and productive classroom environment.
- Reinforce classroom expectations and school behavioral standards.
- Supervise students during transitions, recess, lunch, arrival, and other assigned duties.
- Promote positive peer relationships and respectful communication.
- Monitor student safety and report concerns promptly.

### Administrative and Organizational Support

- Prepare copies, materials, displays, and classroom resources.
- Organize instructional supplies and maintain classroom order.
- Assist with attendance, record keeping, and teacher-directed clerical tasks.
- Support classroom communication and logistics as assigned.

### Spiritual Leadership

- Model Christ-like attitudes, servant leadership, integrity, and professionalism.
- Support the school's biblical worldview and Statement of Faith.
- Encourage students in spiritual growth and character development.
- Participate appropriately in prayer, chapel, Bible instruction, and school spiritual life activities.

## **LOWER SCHOOL TEACHING ASSISTANT (PART-TIME)**

### **Qualifications**

#### Required

- Demonstrated Christian faith and commitment to the mission of Christian education.
- Ability to support and uphold the school's Statement of Faith and Code of Conduct.
- High school diploma or equivalent.
- Ability to work collaboratively with students, teachers, administrators, and families.
- Strong interpersonal, communication, and organizational skills.
- Ability to maintain confidentiality and professionalism.

#### Preferred

- Previous experience working with children in an educational, church, childcare, or related setting.
- Associate degree or college coursework in education or a related field.
- Experience supporting elementary-aged students.

### **Knowledge, Skills, and Abilities**

- Ability to establish positive relationships with children.
- Strong organizational and time-management skills.
- Ability to follow directions and work independently when needed.
- Flexibility and willingness to assist in multiple grade levels and learning environments.

### **Physical Requirements**

- Ability to stand, walk, bend, and move throughout the school day.
- Ability to supervise students in classrooms, hallways, playgrounds, and other school settings.
- Ability to lift and carry classroom materials up to 25 pounds.
- Ability to actively engage with students in instructional and supervisory activities.

## LOWER SCHOOL TEACHING ASSISTANT (PART-TIME)

### Performance Expectations

A successful Teaching Assistant demonstrates:

- A servant's heart and joyful attitude.
- Commitment to student growth and success.
- Professionalism and reliability.
- A willingness to support teachers and students.
- A commitment to excellence in all responsibilities.

