



Early Ed Assistant Trinity Christian Academy Job Description

Definition

The assistant teacher is expected to assist and support the lead teacher in maintaining a warm, engaging learning environment for the classroom. The assistant is accountable to the teacher, program director and head of school.

TCA's Mission Statement

God has called Trinity Christian Academy to assist Christian families and their churches in providing a Biblically-directed, academically excellent education that equips students to be Godly leaders and servants in their homes, churches, and communities.

Essential Job Functions

- Maintain an active Christian testimony and church involvement
- Function with an exemplary level of integrity and respect for professional and personal boundaries
- Operate with an exceptional level of confidentiality and trust
- Participate in continuous professional development
- Communicate clearly and directly in complete adherence to school policies

Departmental Responsibilities

- Assists teacher in daily tasks
- Interacts with students on their level
- Help provide a warm environment
- Follow and maintain state requirements
- Cover other classes to maintain ratios when needed
- Prior approval for absences after all PTO has been used

Minimum Qualifications

- Patient and understanding toward children
- Maintain confidentiality
- Physically and emotionally able to fulfill responsibilities
- Works respectfully with others.
- Dependable with attendance and punctuality

