



**Job Description: Teacher Assistant**

**Qualifications:**

- Ability to interact and effectively communicate with culturally diverse, psychologically or behaviorally challenged population.
- Assertive, self-confident, and sensitive in working with teens/staff.
- Organized and dependable.
- Possess a valid driver's license and a good driving record without restrictions, except for glasses.
- Demonstrate spiritual, social, emotional, and intellectual maturity.
- Solid family orientation on which to draw when modeling this value to the clients a plus.
- Leader, self-starter and creative.
- Ability to handle many tasks at one time.

**Responsibilities/Duties:**

- Pray for Agape, students, families, & staff.
- Look for opportunities to point them to God, His attributes, and His love for them.
- Help students to see themselves as God sees them.

**PACES:**

- Check and record number of pages done each day for homework
- Correct Paces as needed; make sure all pages are correct before a student moves on to a check-up or self-test.
- Assist students with Paces as needed, including: help students review, and quiz them for final test at completion of each Pace.
- Inform Teacher when a student is ready to take a test.
- Weekly Count of PAGES COMPLETED IN PACES: Complete and record on Thursdays

**Level System:**

- Assist Teacher to update Level System daily, noting loss of points for attitude, respect, participation, homework or chores
- Inform Teacher of any disrespect, conflicts between the students, or difficulties with schoolwork during the day.

**Misc.**

- Chores: Oversee these from 12:15-12:25, according to assignments
- Bulletin Boards: change seasonally.
- Assist with additional tasks, as needed, *i.e.*, watch and/or escort students to classes in other locations; oversee classroom when Teacher is out of the room; assist volunteer/teacher with classes as needed.
- School Staff Meeting: Attend weekly.

**Required (1<sup>st</sup> Year of Employment):**

- Medical Statement from doctor indicating health sufficient for job
- Background Check