

POSITION DESCRIPTION
<b>Job Title:</b> Educational Aide <b>Department:</b> Academic <b>Reports To:</b> Principal <b>Type of Position:</b> Non-Exempt; Hourly
POSITION SUMMARY
Teacher aides are individuals, who, under the direction and supervision of the teacher, may perform the duties listed for volunteers and helpers.
GENERAL JOB QUALIFICATIONS
Must obtain CPR and First Aid Training certificates. Physical ability to adhere to safety regulations. Willingness to adhere to Crosspoint Christian School policies
EVALUATION
Performance of this job will be evaluated at scheduled intervals.
ESSENTIAL DUTIES AND RESPONSIBILITIES
<p>In addition to providing general help for a teacher, the aide may;</p> <ol style="list-style-type: none"> <li>1. Provide some instruction which is planned by the teacher.</li> <li>2. Answer students' questions or help students complete seat work assignments.</li> <li>3. Monitor independent activities to keep students on task.</li> <li>4. Take language experience dictation and complete follow-up language experience activities.</li> <li>5. Supplement direct teacher's instructions with additional controlled practice.</li> <li>6. Direct learning centers: for example, teach and play assigned games.</li> <li>7. Attend professional development opportunities as provided.</li> <li>8. Attend staff meetings.</li> </ol>
QUALIFICATIONS
<p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><b>Language Skills</b>  Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p><b>Mathematical Skills</b>  Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.</p> <p><b>Reasoning Ability</b>  Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.</p> <p><b>Computer Skills</b>  To perform this job successfully, an individual should have knowledge of Microsoft office software and the internet.</p> <p><b>Other Qualifications</b>  Maintains a clear criminal background</p>
COMPETENCIES
<p><i>To perform the job successfully, an individual should demonstrate the following competencies:</i>  <i>To perform the job successfully, an individual should demonstrate the following competencies:</i></p> <p><b>Public Relations Competencies</b>  Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and general public.</p>

**Interpersonal Skills Competencies**

Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

**Communication Competencies**

Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

**Teamwork and Organizational Support Competencies**

Balances team and individual responsibilities; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed; volunteers readily; asks for and offers help when needed; follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; prioritizes and plans work activities; attends scheduled staff meetings; uses time efficiently.

**Faith and Ethics Competencies**

Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; promotes a harassment-free environment; regularly attends church; demonstrates Christ-like character; seeks out opportunities to minister to others.

**Professionalism Competencies**

Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through on commitments; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Quality Competencies**

Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security Competencies**

Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality/Dependability**

Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time; follows instructions, responds to management direction; takes responsibility for own actions; completes tasks on time or notifies appropriate person with an alternate plan.

**PHYSICAL REQUIREMENTS OF JOB****LIFTING**

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs	x				
76-100 lbs	x				
>100 lbs	x				

Maximum amount lifted by worker without assistance: 30 lbs .

**CARRYING**

Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs				x	
11-20 lbs			x		
21-50 lbs		x			
51-75 lbs	x				

76-100 lbs	x				
>100 lbs	x				
Maximum amount carried by worker without assistance: 20 lbs.					
<b>PUSHING/PULLING FORCE TO BE EXERTED</b>					
<b>Pounds</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
1-10 lbs				x	
11-20 lbs				x	
21-50 lbs			x		
51-75 lbs		x			
76-100 lbs	x				
>100 lbs	x				
Maximum weight of object pushed/pulled by worker: 70 lbs .					
Distance: 20 feet    Type of Surface: level tile or vinyl					
<b>ENVIRONMENT (WORK CONDITIONS)</b>					
Works inside 95 % of time.			Works outside 5% of time.		
Temperature Extremes: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Works on or around moving machinery or mechanical parts: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>OTHER PHYSICAL DEMANDS</b>					
<b>Activity</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Bend/Stoop			x		
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl			x		
Walk-level surface				x	
Walk-uneven surface			x		
Climb Steps				x	
Climb Ladder		x			
Work at Heights	x				
Reach at or above shoulder			x		
Reach below shoulder			x		
Use of Arms				x	
Use of Wrists				x	
Use of Hands				x	
Grasping/Squeezing			x		
Operate Foot controls		x			
<b>ENDURANCE</b>					
<b>Activity</b>	<b>Never</b>	<b>Seldom 1-5%</b>	<b>Occasionally 6-33%</b>	<b>Frequently 34-66%</b>	<b>Continuously 67-100%</b>
Sitting				x	
Standing				x	
Walking				x	
Change positions				x	

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable. (Admin/Crosspoint/HR/JobDescriptions)