

**FAITH CHRISTIAN SCHOOL**

**Instructional Aide Job Description**

**JOB SUMMARY:** Under supervision, to assist teachers in maintaining routine clerical records along with guiding student activities involving games, arts and crafts, and educational activities. Assist in supervising other routine matters as assigned and to assist the teacher in maintaining discipline

**ESSENTIAL FUNCTIONS:** (Include but not limited to):

1. Maintain clerical records involving schedules, student names, program activities and handouts
2. Arranges supplies and materials in classroom for student use
3. Assists children in preparation of drawing, writing, or other educational activities
4. Assists in preparation of graphic or technological equipment
5. Assisting in organizing and supervising games or recreational activities in the classroom or on the playground
6. Assists in maintaining discipline at all times
7. Assists in grading papers
8. Works with individual students or small groups in areas assigned by the teacher
9. Performs other related work as assigned.

**EMPLOYMENT STANDARDS:**

**Required:**

1. Must be a born again Christian
2. High school diploma
3. Experience working with children

**General Knowledge:**

1. Correct English usage, spelling, grammar and punctuation
2. General office procedures and practices with the understanding of the importance of using them properly in the day to day operation.
3. Children's recreational activities involving sports, games arts and crafts

**Ability to:**

1. Compile and maintain accurate clerical records and reports as directed, in a concise, clear manner
2. Organize and supervise children in games, play or group activities
3. Speak and write effectively
4. Operate common office equipment including computers, copiers
5. Establish and maintain cooperative and effective working relationships with fellow employees, students and adults
6. Understand and carry out oral and written instructions.