

JOB

DESCRIPTION



28986 SE Haley Rd Boring, OR
97009

P: 503-663-5050

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POSITION TITLE:	Teacher Assistant
DEPARTMENT:	Good Shepherd School
SUPERVISOR:	Principal, Debbie Booth
TIME COMMITMENT:	3 – 16 hrs/week during School Year
CLASSIFICATION:	Non-Exempt/Temporary Employee (4N)

POSITION PROFILE:

This position at Good Shepherd School exists to support teachers and students in classrooms and during transition times.

SKILL SET:

- Maintains a positive attitude
- Exhibits patience and humility
- Ability to communicate well
- Willingness to take direction
- Willingness to assist the teacher with correcting papers, preparing projects, helping student one-on-one or in small groups
- Ability to manage a classroom of children while honoring the teacher's ways and expectations
- Must be organized
- Must be punctual
- Must have a heart for kids and willingness to shepherd the hearts of all kids, even when they are trying your patience

EXPERIENCE QUALIFICATIONS:

- Be comfortable and confident around children in large groups
- Confidence in managing a class of children
- Servant heart
- Task oriented

DUTIES & RESPONSIBILITIES:

- Correcting papers
- Taking directions from the teacher
- Escorting students to recess or special events
- Entering grades
- Other duties as assigned

SPIRITUAL RESPONSIBILITIES:

- Exhibits an authentic relationship with Jesus made evident by a Christ-following lifestyle.
- Ensure that all actions performed within the context of this job position accomplish and further the mission, vision and values of Good Shepherd Community Church.
- Adhere to the Statement of Faith as established and approved by Good Shepherd Community Church elders.

ADDITIONAL NOTES:

- Complete Ministry Certification Training, which will include a criminal background check as part of the hiring process.
- This is a temporary, part-time position and does not qualify for benefits.
- Position is 3 to 6 hours per day.

DISCLAIMERS:

Other duties as required may be added or changed. This job description does not constitute a contract for employment.

PROPOSED APPROVED BY:	Debbie Booth	DATE:	07/21/2021
REVIEWED BY:	Tanya Atkins	DATE:	07/21/2021