



A Ministry of Providence
Church 1151 W. Granada Blvd.
Ormond Beach, FL 32174

Providence Church Academy Teacher Assistant Job Description:

The Teacher Assistant is responsible for supporting the teacher by providing direct student assistance during lessons, managing classroom materials, reinforcing learning concepts, and ensuring a smooth and effective learning experience for the students involved.

Teacher Assistant Responsibilities and Duties:

- Must be present by 7:30 am ready to greet and accept students into the classroom at 7:45am.
- Support teacher in organizing the learning environment, preparing materials, and maintaining resources.
- Assist in opening class with prayer and pray during the day with and for students.
- Verify and track attendance, observe student performance, contribute to progress reports, and maintain records as required.
- Support teacher's lessons by reviewing material with students.
- Assist in effective parental communications.
- Help to ensure that learning materials and resources are available and maintained for the classroom.
- Keeping the classroom and other areas neat, clean, and organized.

Supervisory Responsibilities of Teacher Assistants:

- Continuous Supervision: At no time are students left unattended in a classroom or on the playground.
- Playground Duty: Teacher Assistants will be required to fulfill playground and lunch-time duty on a regular basis. Teacher Assistants are to be on the playground at the time appointed for their supervisory responsibility and should avoid distractions (such as personal phone calls) that would keep them from watching students. Teacher Assistants are to enforce playground and lunch-time rules, ensure safe behavior on the playground, and discipline misbehaving students.
- Time of supervision: Unless otherwise specified teachers or supervisory staff are to come fifteen minutes before a program or activity begins to supervise students arriving for or being transported to an event.
- Supervision by Custodians or Non-School Personnel: At no time are custodians or non-school personnel, such as parents or older students, to be given responsibility to supervise students.

Teacher Assistant Conduct Outside the Classroom:

Teacher Assistants are expected to always exhibit exemplary conduct. Not only should their lives bring honor and glory to the Lord at school, but also at home and society. At no time should a teacher assistant engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. Teacher Assistants should be a role model in attitude, speech, and actions towards others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:49). Teacher Assistants are expected to demonstrate patience, humility, integrity, and kindness while performing day-to-day duties.