

## **Job Description: CCS TEACHING ASSISTANT**

**Position Title:** CCS Teaching Assistant

**Hours:** Monday-Friday, Part-time or Full-time for an entire school year

**Reports to:** This hourly position reports to the Administration & the classroom teacher

**PURPOSE:** The CCS Teaching Assistant (TA) should prayerfully and skillfully assist the classroom teacher in helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible individuals to the glory of God.

### **QUALIFICATIONS:**

- A born-again Christian with active involvement in the ministries of BACBC (e.g. worship attendance, small group/fellowship participation) or of a like-faith church.
- A self-starter, taking the initiative to get work done on your own.
- Organized, efficient, detail-oriented, and able to meet deadlines.
- Proficiency in communication and administration: online/digital e-mail, Google Suite apps (Docs, Sheets, Slides, etc.), MS Office apps.

### **REQUIRED PERSONAL QUALITIES:**

1. Be a positive Christian role model at all times in attitude, speech, and actions toward others.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Maintain a personal appearance that demonstrates cleanliness, modesty, and good taste for an educational setting.
4. Use acceptable English in written and oral communication. Speak with clear articulation.
5. Do not circulate confidential information about students and colleagues to others without permission from the administration.
6. Place your TA job ahead of other part-time jobs or volunteer activities.

### **ESSENTIAL FUNCTIONS:**

1. Cooperate with the Board and CCS Administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Assist teachers inside and outside the classroom by helping to maintain class control, keep students on-task, grade papers, make copies, and supervise students during recesses and lunchtime. Some administrative duties that a TA may do are the following: fill out student reports or forms, keep accurate records, and on numerous occasions, communicate in writing or in person with parents, students, and other staff.
3. Under a teacher's direction, the TA may conduct reading circles, assist in students' writing assignments, help in arts and crafts, lead learning activities, tutor students with special needs, and help with a variety of lessons that the teacher is in charge of.
4. Keep proper discipline in the classroom and on the school premises for a good, safe learning environment. A TA should also observe student behavior, discuss any discipline issues with the teacher, and take immediate action as agreed upon with the teacher.

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5. Assist the teacher in maintaining a clean, attractive, and well-ordered classroom. Assist the teacher with bulletin boards.
6. Communicate regularly with the classroom teacher to discuss any concerns and to be of one mind to put on a “united front.” Build a bond of unity and trust by talking positively about your classroom teacher and informing him/her of any parent conversations.
7. Substitute teach for the core teachers in the assigned TA grade level for short periods of time when the teacher must step out of the classroom for unexpected reasons.
  - TAs may also be asked to substitute teach for their assigned grade level when their core teachers are out for an entire day or days. When a TA takes on the role of the core teacher for a full school day or days, he/she will be paid based on the school’s substitute teacher rate. (\*Effective January 1, 2022)
8. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school’s constituency and the general public. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
9. Attend and participate in scheduled staff meetings, employee training, in-service meetings, and other school wide events (e.g. Open House, Ram Run, Orientation, etc.)

### **PHYSICAL REQUIREMENTS:**

**1. Building Mobility:** A TA is required to travel to any and all locations within the school where students or student activities may take place or to where materials for students may be stored. Access to various building locations may require climbing stairs or ramps, opening doors, negotiating through or around tight spaces and furniture, etc.

**2. Classroom Mobility:** A TA must be able to write on the whiteboards and prepare bulletin boards of sufficient height so that students, particularly in the back of the room, can see the necessary information. A TA also needs to operate all necessary equipment or controls in the classroom, including but not limited to, light switches, thermostats, telephone, fire extinguishers, towel dispensers, sinks, projection screens, blinds, curtains, etc.. A TA must be able to negotiate tight spaces between chairs, students’ belongings, classroom furniture, etc. to circulate among the students for purposes of monitoring and helping students.

**3. School Environment:** A TA must be able to work outdoors for extended periods of time as recess monitors supervising students in warm or cold weather, heavy winds, direct sunlight, heavy fog, etc. CCS has several outdoor play areas where TAs will spend a good portion of time (20-30 minutes) standing or walking to adequately monitor and supervise students.

**4. Supervision:** A TA is required to actively supervise students within the classroom, out on the playground, and sometimes in other locations for excursions or special activities. A TA must be able to gather his/her students quickly and efficiently move them to or from class, the playground, the cafeteria, or other locations as the need arises. On occasion, the TA is expected to participate with students in organized games and activities.

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**8. Summon Help:** A TA must be able to summon help when an emergency arises during school. TAs will receive first-aid/CPR training. A TA is required to render minimal first aid to students who may be injured while at school.

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