

EASTERN MENNONITE SCHOOL

Eastern Mennonite School (“EMS”) operates under the auspices of the Virginia Mennonite Conference and is governed by the EMS Board of Directors. EMS is committed to excellence in K-12 education and to the nurture of Christian faith as understood and articulated in the Confession of Faith in a Mennonite Perspective.

All employees must agree to wholeheartedly support the mission of EMS, to give their professional and personal best to EMS, and to live in harmony with the Confession of Faith in a Mennonite Perspective.

Position: Teacher Assistant
Supervised by: Principal (of appropriate Division)
Positions Supervised: None
Classification: Hourly
Effective Date: Mid-August through Early June

Position Description:

Carries out the mission of Eastern Mennonite School by supporting the teacher and students within the classroom.

Key Responsibilities:

1. Serves as a role model for students a strong personal faith and commitment to Christ by exhibiting the following traits:
 - a. Participates in a local congregation.
 - b. Models the importance of prayer in everyday life.
 - c. Shows care and compassion for students and colleagues.
 - d. Shares faith and scripture with students and colleagues as appropriate.
 - e. Lives a lifestyle consistent with school policy and the expectations of Virginia Mennonite Conference.
 - f. Maintains integrity in all relationships.
2. Exhibits professional practices that enhance classroom practice:
 - a. Shows habits of punctuality.
 - b. Completes assigned tasks in a regular and timely manner.
 - c. Dresses professionally and appropriately for the position and within the school dress-code guidelines.
 - d. Demonstrates a strong commitment to Christian education at EMS and supports school policies and decisions.
 - e. Demonstrates interest in growing professionally.
 - f. Monitors student behaviors, language and attitudes in non-classroom settings on campus in accordance with school policy, and addresses inappropriate behaviors in a restorative way.
 - g. Works collaboratively with colleagues to further the effectiveness of instruction.

3. Strives to improve classroom instruction and to facilitate the learning process for students:
 - a. Collaborates with the lead teacher in planning curricular support for the teacher assistant.
 - b. Assists the lead teacher with student assessment as requested.
 - c. Collaborates with the teacher to prepares daily and unit lesson plans.
 - d. Manages student behavior in a consistent manner using restorative practices.
 - e. Supports lead teacher in communication of student progress to parents.
 - f. Partners with teacher to ensure appropriate technology use in the learning environment.
 - g. Communicates with parents as needed.

Qualifications:

- a. Bachelor's Degree in education preferred
- b. Excellent interpersonal skills with students and adults
- c. Proficient with technology
- d. Personal initiative and interest in helping out wherever needed

Physical Requirements

Working conditions and physical requirements are normal for a classroom environment.

This position description is not a complete statement of all duties and responsibilities that may be assigned for this position.