



Mountaintop

CHRISTIAN ACADEMY

Co-Teacher Job Description

GENERAL DESCRIPTION

Role: MCA's Co-Teacher shall have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he/she should go". He/She shall be committed to his/her work as a God-given ministry, with the motivation to please God and bring honor to Him. **Please note that this teacher will primarily be working in 3rd-10th grade ELA and Math classes with an emphasis on intervention and enrichment. The Co-Teacher will also substitute teach as needed.**

Overview: MCA's Co-Teacher works alongside several Classroom Teachers; partnering with him/her with student needs and classroom preparation work, and shall feel called by God to the teaching profession. In addition, MCA's Co-Teacher will cover for any classrooms as a substitute teacher as needed.

Contracted by: School Director for one year.

Responsible to: Classroom Teachers, directly, and School Director, overall.

Evaluation: MCA's Co-Teacher's performance will be evaluated collaboratively by the Classroom Teacher and School Director and will be in accordance with this job description. Additionally, student aimsweb and grading data, as well as, parent and student satisfaction surveys will confirm effectiveness of performance.

REQUIRED PERSONAL QUALIFICATIONS

The Co-Teacher shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.
- Be willing to share his/her relationship with Jesus Christ with children and adults.

REQUIRED PROFESSIONAL QUALIFICATIONS

The Co-Teacher shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Possess a bachelor's degree. A degree in education is preferred.
- Have prior job experience working with school-aged children.
- Be mentally and physically capable of caring for a group of children; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outdoors.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or playground environment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Attend staff meetings and devotions as scheduled.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Adhere to all MCA policies and procedures.

RESPONSIBILITIES

The Co-Teacher shall:

- Reflect the mission, the Christian philosophy of education, and the learning objectives of MCA in every class and every activity.
- Follow the Co-Teacher schedule outlined by the School Director unless covering for a classroom as a substitute teacher.
- Lesson plan and prepare as designated by the School Director.
- Help maintain a clean, attractive, and well-ordered classroom.
- Provide safe and loving supervision of students in an educational setting.
- Work alongside the Classroom Teacher in carrying out the daily lesson plans, and all classroom and outdoor activities.
- Follow the procedures for dealing with issues of an emergency nature.
- Attend extra curricular activities and evening programs in which the students are involved as able.
- Attend in-service meetings before the school year begins and on professional development days.

Date Job Description reviewed: _____

The Building Substitute & Aide's Name (printed): _____

The Building Substitute & Aide Signature: _____