



Elementary Assistant

Lexington Christian Academy is seeking a full time Elementary Assistant. This position includes benefits. The ideal candidate would possess a strong record of quality Christian early childhood education and instruction.

POSITION PURPOSE

The Elementary Assistant may be supporting the lead teacher in class and student supervision as well as other duties as deemed appropriate and assigned by the Principal. It is the Assistant's duty to support and assist lead teachers and their classroom. The Assistant may assume lead teacher responsibilities in the absence of the lead teacher.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Support and assist the lead teacher, with both parties working respectfully with one another.
2. The teacher aide will follow all responsibilities and requirements as outlined by the state of Kentucky childcare standards as well as Lexington Christian Academy policy and procedures.
3. The teacher aide may be assigned special duties such as working lunch duty, car line duty, and/or assisting another classroom.
4. The teacher aide's work hours will be monitored by the Principal and Director.
5. Maintain confidentiality regarding matters of information related to students, parents, faculty, administration and school functions.
6. Support the school's leadership and positive focus to the parents and community in all written and oral communications.
7. Create a loving Christian and safe classroom environment which is conducive to learning.
8. Maintain current student grades.
9. Maintain working hours as assigned.
10. Maintain professional development as required by the school's accreditation, school policy, school procedure, and school administration.
11. Perform other duties as assigned by Principal and Director.

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

A college degree with State Certification is preferred by not required.

SKILLS/ABILITIES:

- Computer skills in Word/Excel/Powerpoint are preferred.
- Skills with RenWeb and Smartboards are also desirable.

TO APPLY:

Qualified individuals should complete, save, and submit an **LCA Teacher Application** and resume for consideration. The LCA Teacher Application can be found on the Lexington Christian Academy website (<http://www.lexingtonchristian.org/about-us/join-our-team.cfm>). Attach your saved pdf application and resume in an email to jleopold@lexingtonchristian.org.