



# LOWER SCHOOL ASSISTANT TEACHER

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – [www.charlottechristian.com](http://www.charlottechristian.com)

## **Reports to: Lower School Principal**

### **General Qualifications:**

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence of understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a bachelor's degree.
4. Minimum of 1 year in educational setting preferred.
5. Evidence of strong organizational, communication, interpersonal and technological skills.

### **Primary Responsibilities:**

The ideal candidate will:

1. Assist the classroom teacher as directed; does not presume to make decisions or communicate decisions for teacher; understand the role of assistant teacher.
2. In every respect, promote and maintain confidentiality of student/teacher information.
3. Maintain daily punctuality.
4. Create a loving and nurturing relationship with students.
5. Know emergency procedures and implement them as needed.
6. Help maintain a clean, attractive, and well-ordered classroom.
7. Conduct small group/individual instruction as directed utilizing teaching methods and techniques determined by the teacher.
8. Supervise students according to teacher direction utilizing a proactive method that seeks to avoid problems before they occur including walking around, constantly alert, taking mental notes, knowing where the students are at all times, checking playground for problems/faulty equipment, and communicating with students.
9. As needed, substitute for the teacher. This includes teaching the lessons.
10. Complete all tasks as assigned by the classroom teacher.

### **Personal and Professional Profile:**

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.