



# Oroville Christian School

## Role Description

Job Title: Teacher's Aide

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Organizational Supervisor: Debra Ward  
Alignment: Administrator/Principal

FLSA Status: Non-Exempt  
Job Status: Part-Time  
Employee:

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### Goal and Purpose of Oroville Christian School

We believe that it is the parent's responsibility to train up a child in the way he/she should go. Our goal is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Our goal is to provide students with a high-quality elementary Christian education and to teach our students principles from God's word that they will apply to every aspect of their lives.

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### Job Duties

*Essential duties and responsibilities, i.e. those that are basic, necessary, and an integral part of the job, are indicated below.*

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|--------------------------|---|
| <b>Spiritual</b><br>each | <ul style="list-style-type: none"><li>● Maintain a daily personal devotional life so as to be prepared spiritual for the demands of teaching day.</li><li>● Demonstrate, by example, love and obedience to Christ and His word. Motivate students to accept God's gift of salvation and help them grow in their faith.</li><li>● Attend an evangelical church and serve in a church ministry as the Lord leads.</li></ul>   |
| <b>Management</b>        | <ul style="list-style-type: none"><li>● Utilize effective classroom and instructional management techniques as directed by your lead teacher.</li><li>● Recognize the value of time-on-task and demonstrate overall good use of time.</li><li>● Learn and enforce all playground and classroom rules.</li></ul>   |
| <b>Communication</b>     | <ul style="list-style-type: none"><li>● Maintain effective communication with the students, parents, team members, faculty, office staff, and administration.</li><li>● Clearly communicate compassion and empathy to all students in keeping with the mission of the school.</li><li>● Follow the Matthew 18 Principle when dealing with conflicts and personal problems that arise between individuals.</li></ul>         |
| <b>Professional</b>      | <ul style="list-style-type: none"><li>● Arrive punctually (attend all meetings that are scheduled by the administrator).</li><li>● Refrain from gossip</li></ul>  |
| <b>Safety</b>            | <ul style="list-style-type: none"><li>● Actively support and maintain safety standards, training, and ongoing safety program, resulting in a safe and healthy work and school environment.</li><li>● Responsible for understanding the school's fire, earthquake, and lockdown procedures and directing children whenever needed. Responsible for taking on an assigned role in the disaster plan if implemented.</li></ul> |

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## Safety Cont.

- Responsible for filling out an "Ouch or Accident" report whenever administering first aid to a child needing more than a bandaid or ice pack.
- Use a walkie talkie while on all recess duties.
- Comply with requirements to report reasonable suspicion of physical abuse.

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## Relationships, Qualifications and Requirements, and Competencies

Key Relationships	● Report to:	K-8 Principal/ Administrator
	● Supervision of:	Students
	● Ministry Partners:	Oroville Evangelical Free Church Volunteers and Members, General Community, Servant Leaders and Staff Members

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## Role Qualification and Requirements

- Education: Must have the following:
  - High-School Diploma or Higher

## Experience and Expertise:

- Demonstrate Christ-like attributes in speech and actions.
- Demonstrate spiritual maturity, academic ability, and leadership qualities.
- Experience working with children in a teaching/supervisory capacity.

## Employment Requirements:

- Must pass a pre-employment reference and background screen.
- Proof of legal authorization to work in the United States.
- CPR and First Aid
- T.B. Test

## Equipment Used:

- Computer, telephone, and general office equipment.
- General School/classroom equipment and craft supplies.
- Answer keys
- Walkie Talkie and whistle

## Physical Demands and Work Environment:

- The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL:** The employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands, and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee will lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The employee is regularly in a typical school/classroom environment with adequate light and moderate noise levels.

**SITE:** A teacher's aide must assist in gathering children together on the parking lot into a cohesive unit and to be able to move the children from an area on the parking lot and into the building.

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**BUILDINGS:** Students in each individual classroom are required to move about in the buildings from the classroom to the lunch area, the chapel and/or the school office. Teacher's aides must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

**CLASSROOM:** Teacher's aides must be able to prepare bulletin boards (as directed by lead teacher) between 2 ½-6 feet in height so that students can see the necessary information. This includes reaching overhead, bending, and the ability to adhere items to board/wall with appropriate media. Must have sufficient vision and hearing to allow for active supervision and interaction with students. May be required to move children's desks, work tables, chairs, or reconfigure room (on occasion).

**SUPERVISION:** Indoor (classroom, play areas): Teacher's aides must be able to actively supervise students within the classroom or in the gymnasium area for indoor/outdoor recess or physical education. Outdoor (playground, parks, parking lots): Teacher's aides must be able to supervise students in their classroom or while on the playground, parking lot, or park. Overall Supervision (in all areas): Students cannot be left unattended at any time and/or left alone without the presence of a teacher, aide, staff, or OCS approved/fingerprinted adult(s).

**ATTENDANCE:** The teacher's aide is required to work from the hours of 8:30 AM until 1:30 PM unless prior administrative permission is granted. Consistent absences or tardies will be reflected in the annual review. It is expected that teacher's aides are committed to work daily, except in the case of personal illness or family crisis (CAHFA 24 hrs.) Personal vacations should be scheduled during school breaks or during summer vacation. See board policy section 3.006.

**EMERGENCIES:** A teacher's aide must be able to quickly summon help when an emergency arises either in the classroom, gymnasium or on the playground. Teacher's aides are required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

**Competencies:**

General:	-Spiritual Maturity
	-Effective Communication
	- Influence/Contribution
	-Relationship Building/People
	-Stewardship

**Employer Disclosure Statement:** *The statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You, or Oroville Christian School may terminate employment at any time for any reason.*

**Employee Acknowledgement and Acceptance:** *I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_