



**EUGENE CHRISTIAN SCHOOL**

2895 Chad Drive

Eugene, OR 97408

Position: Elementary Instructional Assistant

FLSA Status: Non-Exempt

\*Hourly Wage: \$11.00-14.00 per hour

Monday through Friday, 8:00 a.m. - 1:30 p.m.

(Approximately 28-32 hours per week, August 2019 - June, 2020)

Position Begins August 29, 2018

\*Based upon approved budget

\*Tuition discount may be available

**GENERAL DESCRIPTION**

Goal: Work collaboratively with the elementary school team to support individualized instruction to all elementary school students.

Contracted by: School Administrator

Responsible to: School Administrator

Supervises: Aides, volunteers, and students.

Evaluation: An annual evaluation will be completed by the school administrator per the classified handbook.

*Join the Eugene Christian School team! Love working with elementary students and want to see them succeed academically and spiritually?*

This position will work under the direction of an administrator and classroom teachers to target small group and individualized instruction to elementary students. Strong communication skills and teamwork are a must in this environment. Responsibilities also may also include supervising

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students during recess and lunch periods. The applicant should have an experience or interest in the following subject areas:

- Mathematics
- Reading
- Writing
- Bible

### **SPIRITUAL QUALITIES**

It is expected that the instructional assistant will:

- Acknowledge Christ as Lord and Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### **PROFESSIONAL QUALITIES:**

It is expected that the instructional assistant will:

- Have the ability to interact effectively with peers and supervisors, and possess humility and a willingness to be a team player.

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- Be a visionary, an encourager, and a self-starter with a high energy level.
- Possess the necessary customer service and public relations skills to market the school to potential families and the general public.
- Possess strong verbal and written communication skills.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Use exemplary English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

## PERSONAL QUALITIES

It is expected that the instructional assistant will:

- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Advance the school's mission and vision by praying for staff, parents, and students on a regular basis.

## JOB DUTIES:

It is expected that the instructional assistant will:

1. Approach each day as an opportunity to serve and bless students and staff.
2. Work collaboratively with coordinator, teachers, and administration.

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3. Help provide instructional support for students.
4. Mentor students in their organization and personal goal setting.
5. Celebrate and promote a growth-mindset for all elementary school learners.
6. Be dependable.
7. Have a teachable spirit, willing to learn.

### **ESSENTIAL JOB FUNCTIONS:**

It is expected that the instructional assistant will:

#### **Spiritual Leadership**

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict.

#### **Administrative Leadership**

- Meet regularly with colleagues to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, staff, or donors.
- Participate in beginning-of-year staff orientation, staff devotionals, staff meetings, and parent/teacher fellowship meetings.
- Know the procedures for dealing with emergency situations in the classroom and school. Participate in required emergency safety drills in coordination with school leadership.
- Have the ability to supervise and evaluate others, enforce policies, follow prescribed procedures, make timely and difficult decisions, and communicate these decisions.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.

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- Inform the school administration in a timely manner if unable to fulfill any assigned duty.
- Communicate clearly with the school administration in an earnest effort to resolve differences when they exist.
- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of her or his own job performance.
- Help staff, students, and volunteers function efficiently, effectively, and productively.
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.

#### **ADDITIONAL DUTIES OR RESPONSIBILITIES**

It is expected that the instructional assistant will:

- Support the school's events and activities
- Perform any other duties that may be assigned by the administration.

#### **PREFERRED QUALIFICATIONS (not required)**

1. Bachelor's degree or some related professional training
2. Experience in Christian schools or a Christian non-profit organization.
3. CPR/First Aid training.
4. Familiarity with RenWeb software and Google Docs

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to

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enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

*Eugene Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Eugene Christian School does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.*

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