



ELIJAH HOUSE ACADEMY

becoming

Position Description:

Transitional Kindergarten Assistant Teacher

Position Goals :

EHA is searching for an assistant teacher who can faithfully support the lead Transitional Kindergarten teacher. The lead teacher and the assistant will collaborate to create an atmosphere where our youngest learners are safe, loved and challenged to grow in a love for learning and habit formation.

Position Reporting Responsibility:

This position reports directly to the Academic Dean and works to support the Transitional Kindergarten teacher.

Qualifications:

Anyone who is seeking this position at EHA must:

- Agree with the EHA statement of religious beliefs
- Embody the mission, vision and core values of EHA
- Prioritize relationships through effective communication and collaboration within our diverse community
- Offer classroom experience (preferred)

Position Functions and Essential Duties:

Assisting Teacher Responsibilities

- Support the lead teacher
- Prep for classroom activities
- Tutor children as directed by the lead teacher
- Assist in the oversight of learning centers
- Perform classroom administrative responsibilities
- Assist with reading groups



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- Make copies or go to the office, etc. for the lead teacher. We ask that normally, this would not include leaving the campus to run errands or buy lunch for the teacher.
- Assist the teacher with putting up or taking down bulletin boards or other classroom tasks.
- Assist the Academic Dean as needed.

Community Member

- Attend mandatory staff meetings, professional development, and teacher work days
- Attend the following after school events: Fall Home Visits, Fall Festival, Gala, Saturday School, and Graduations
- Attend extra-curricular activities when available
- Raise awareness of EHA in your own social networks

EHA Steward

- Physical classroom space
- Laptop
- Classroom and playground equipment
- Curriculum