

**Position:** Instructional Assistant

**Classification:** Full-time

**Reports to:** Head of School

**Employee Profile:**

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

**Duties and Responsibilities:**

- Report directly to and work cooperatively with lead teacher
- Assure safety and supervision of assigned students, implementing behavior modifications and accommodations as outlined by the lead teacher or administration
- Assist Lower School students in academics, PE, computer, recess, art, music, lunch
- Assist Upper School students in academics, PE, computer, recess, art, music, lunch and as a job coach at sites located on the Prestonwood campus
- Substituting for lead teacher in his/her absence
- Participation in weekly staff meetings, staff trainings and in-service
- Adherence to STCA policies as outlined in the student handbook, the staff handbook and the employee's contract
- Maintaining current CPR, First Aid, and AED certifications as provided by STCA
- Possible extra duties as assigned: Including but not limited to Christmas Program, Spring Show, Field Day, Early/After Care

**Qualifications:**

- High school diploma
- Experience with students with a wide variety of learning differences

**Physical and Mental Requirements and Work Environment Conditions:**

- Talking – expressing ideas by means of the spoken word to convey instructions to students/parents and co-workers accurately, loudly, or quickly
- Hearing – ability to perceive sounds at normal speaking levels with or without correction and to receive detailed information through oral communication
- Standing and walking for sustained periods of time – moving about on foot for monitoring students in the classroom
- Stooping, crouching, and kneeling – ability to assist small children with various needs
- Climbing, reaching, pushing, pulling and lifting
- Repetitive motion of the arms, wrists, hands and fingers

- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures
- Environment is primarily indoors in a classroom environment, but might include outside activities