



PPCS Employee (Teacher Aide) Compensation and Benefits

Position: (Approx 30 hours/week) **Elementary School 5th Grade Teacher's Aide**

General Responsibilities: (see Job Description for more information)

Compensation:

\$14.00-16.00 hourly wage for a "new to PPCS" Employee

- Specific pay determined based on years of qualified experience, education level, and applicable certification
- August to May (10-month) school year contract
- Pay available twice per month on the 15th and 30th for hours worked

Benefits:

- Time off:

Paid Sick Leave: 48 (forty-eight) hours per year, accumulated at 1 (one) hour for every 30 hours worked. Unused sick leave hours can roll over to the following year of employment.

- Tuition Discount:

The following tuition discounts apply to the children of the staff member:

- Under 15 hours per week = 50% discount up to \$300 per child
- 15 hours per week = 50% discount up to \$900 per child
- 20 hours per week = 50% up to \$1200 per child
- 25 hours per week = 50% discount per child

A 50% discount applies to daycare costs.



TEACHER'S AIDE JOB DESCRIPTION

GENERAL

Goal: The teacher's aide shall pursue Christ-centered excellence in their work by prayerfully helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

Basic Qualifications: Publicly acknowledge having accepted Jesus Christ as Savior and Lord. Preschool teachers' aides must meet all qualifications set by the Colorado Department of Human Services.

Previous work with students preferred

Contracted by: The school administration for the school year.

Responsible to: Designated Administrator

Evaluation: Teacher's aide performance will be evaluated in accordance with this job description.

PERSONAL

The teacher's aide shall

1. Be a faithful, financially supporting member of a local church.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
4. Show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
5. Be in whole-hearted agreement with the school's Christian philosophy of education.
6. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
7. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school dress code policy.
8. Respectfully submit and be loyal to established authority.
9. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
10. Notify the administration in writing of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her teaching ministry ahead of other jobs or volunteer activities.
13. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
14. Meet everyday stress with emotional stability, objectivity, and optimism.
15. Use acceptable English in written and oral communication. Speak with clear articulation.
16. Make an effort to appreciate and understand the uniqueness of the school community.

PROFESSIONAL

The teacher's aide shall

1. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Keep proper discipline in the classroom and on the school premises for a good learning environment.
3. Maintain a clean, attractive, well-organized classroom/area.
4. Support the lead teacher in the following:
 - a. Plan broadly through the use of semester and quarterly plans and objectives. Record daily plans through the use of a lesson plan book and/or FACTS.
 - b. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
 - c. Meet with parents for parent/teacher conferences during planned times.
 - d. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
 - e. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
 - f. Plan through approved channels the balanced classroom use of field trips and guest speakers.
 - g. Use homework effectively for drill, review, enrichment or project work.
 - h. Assess the learning of students on a regular basis and provide progress reports as required.
 - i. Maintain regular and accurate attendance and grade records to meet the demand for a comprehensive knowledge of each student's progress.
 - j. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
5. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
6. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
7. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
8. Know the procedures for dealing with issues of an emergency nature.
9. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
10. Supervise extra-curricular activities, organizations, and outings as assigned.
11. Utilize educational opportunities and evaluation processes for professional growth. Maintain teaching license and/or state-required professional development hours.
12. Provide input and constructive recommendations for administrative and managerial functions in the school.
13. Support the broader program of the school by attending extra-curricular activities when possible.
14. Perform any other duties that may be assigned by the administration.



PURPOSEFUL

The teacher's aide shall

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
5. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
6. Follow biblical principles in resolving conflicts with students, parents, staff, and administration.