



Overview of Role

<u>Position:</u>	Elementary Classroom Aide	<u>Department:</u>	Captain Gilmer Christian School
<u>Class:</u>	Part-Time	<u>Wage:</u>	See FAI Wage Scale
<u>Status:</u>	Hourly Non-Exempt	<u>Reports to:</u>	Principal and Classroom Teacher
<u>Notes:</u>		<u>Revised:</u>	04/27/2022

Our Mission:

We are a community of believers operating Adventist schools, ministries, and businesses in harmony to educate youth to have a transforming influence on the world as disciples of Christ.

Our Vision:

To graduate students with the highest standard of intellectual and moral culture and thus be the leading sustainable Adventist educational model and resource for Christian leaders.

Captain Gilmer Christian School's Mission:

To be anchored in Christ using a biblical foundation to promote academic excellence.

Why:

- We desire to create and maintain a community of engaged stakeholders by balancing well-rounded academics, a safe learning environment, and caring faculty/staff who work together to unite biblically-based education that is grounded in Christian values, ethics, and morals with a uniquely Seventh-day Adventist worldview, anchored in the hope of Christ's soon return.
- We seek to fully engage with each individual student, both in and out of the classroom, partnering with the parent(s) and others to encourage the development of each child to their potential.
- Our goal is the formation of foundational Christianity and the creation of a lifelong link between faith and works, along with an enduring love of spreading and sharing the Gospel of Jesus Christ in each student's daily walk with Him.

How:

- **Builds relationships** with community, students, and parents to build active involvement in each student's success, such that the school may be successful -- one student at a time.

- **Articulates** the school's mission and vision to the community and solicits support in pursuit of organizational goals.
- **Directs** classroom and field trip activities and implements program collaboratively with faculty / staff to ensure attainment of school's mission that fits with the larger overall mission of FAI.
- **Participates in** successful campus functions which unite the diverse constituency of Captain Gilmer Christian School's stakeholders behind the mission and vision of the organization.
- **Assists** teacher(s) in providing individual and small group instruction in order to adapt the curriculum to the needs of individual students.
- **Exercises sound judgment** in helping to maintain standards of student conduct and discipline, coaching individual students and reporting problematic situations to teachers for follow-up.
- **Collaborates** to create an environment that is conducive to learning and appropriate to the maturity and interests of the students.
- **Conducts** learning and instructional exercises and monitors the work of students to help students remain engaged in activities and tasks as assigned.
- **Develops** awareness of the needs of individual students and engages support when needed.
- **Provides** safe escort and assistance to children as required to maintain a safe learning environment.
- **Works** with peers and teaching faculty and administrators to create and maintain functional, attractive, inviting spaces and displays / features.
- **Observes** professional standards in accordance with biblically-sound ethics.
- **Safeguards** the physical, mental, emotional, and spiritual safety and well-being of students, advocating for their best interests in and out of the classroom, including protecting the privacy of personal information (per FERPA standards).
- **Integrates** as a fully-functioning member of the faculty, consulting with others regarding issues affecting areas of responsibility and reporting on issues, serving on committees as assigned, etc.
- **Focuses** to help develop Captain Gilmer Christian School's community's evangelism outreach through intentional reflection of Christ-like character and qualities, showing love, care, and concern for meeting the overt and unspoken needs of others.
- **Embraces** a "we" team spirit of collegiality, respect, and mutual understanding among co-workers, parents, and students.
- **Creates** a classroom culture of mutual trust and respect with parents and students which draws them to embrace a love of learning and skills development, where all students can be developed to their abilities while recognizing both improvement and achievement in meaningful ways.
- **Facilitates** the effective and timely resolution of conflicts.
- **Assists** with other projects and tasks as assigned.

What (Qualifications):

- A high school diploma is required, with some college strongly preferred.
- **Special Knowledge/Skills:** Must possess a working knowledge of elementary education curriculum and instructional techniques, the ability to share the administration of effective classroom control, and capture the attention and inspire the imagination and curiosity of young minds.
- Strong communications, public relations, and interpersonal skills. Effectively communicates both verbally and written (required to be fluent in English; bi-lingual is a plus, but not required).

- A working knowledge of both desktop and mobile operating systems.
- Must have a sincerely expressed desire to serve Christ and be a practicing Seventh-day Adventist Christian who is upholding and demonstrating the values thereof, and have a willingness to be part of a dynamic, diverse team serving in a drug/alcohol/tobacco-free campus workplace environment.

Who:

- Reports to the Principal. Will supervise multiple students simultaneously.

Expectations:

- The mission drives everything we do; students are central to that.
- We collaborate with team members to put the best of the organization first.
- We are supportive of others and open to their ideas.
- We focus on God and work towards unity.
- We take responsibility and initiative in a timely fashion.
- We thank volunteers and donors at every opportunity.
- We bring our best effort, no excuses.
- We operate with grace, flexibility, respect, professionalism, excitement, and energy.
- We identify and fill unmet needs.
- We communicate, regularly talking in person or calling team members, including the President.

Acceptance of Role, Mission, & Vision:

 (Initial) The above is intended to describe the general nature of the work to be performed, and is not to be construed as an exhaustive list of all responsibilities, duties, or skills required.

 (Initial) I have received, read, and understand this role as described, and the expectations above.

 (Initial) I understand the mission and vision of Fletcher Academy, Inc. Ministries, and accept this role as part of a Community on a Mission.

Employee's Printed Name

Employee's Signature

HR Representative

Date Reviewed and Accepted