



Elementary Associate Teacher Job Description

Purpose of Position

The Associate Teacher is responsible for fulfilling the mission of Des Moines Christian School by providing classroom support for teachers and students. Associates work as part of a classroom team committed to engaging children and fostering an environment where children can flourish in developing spiritually, socially-emotionally, and academically.

Position:

- Full-time
- School Year
- Hourly, non-exempt

Qualifications:

- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- High School Diploma or Equivalent.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

Professional Profile:

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Relates well to children at all grade levels in a positive and nurturing manner.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Demonstrates strong organizational skills.
- Demonstrates consistent spiritual leadership.
- Manifests effective verbal and written communication skills.

Responsibilities:

- Supports classroom teachers in day-to-day classroom activities and in providing an engaging learning environment.
- Collaborates with the teacher to meet the needs of each student.
- Assists students individually or in groups under the direction of the teacher.
- Performs duties relating to supervision (e.g., playground, hallways, classrooms, study halls, cafeteria, arrival and departure of students).
- Assists with preparing various lesson materials and classroom supplies.
- Demonstrates ability to physically perform tasks involved with monitoring, supervising, and active instruction.
- All other duties as assigned by the supervisor.