



EVERGREEN ACADEMY

Educating Students... Training Leaders... Commissioning Warriors

KINDERGARTEN TEACHER ASSISTANT JOB DESCRIPTION

It is and shall be the policy and practice of Evergreen Academy in the hiring of employees that the school will not discriminate based on the applicant's race, color, biological sex, nationality, or ethnic origin. We reserve the right to screen applicants based on religious preference and their suitability to match their gifts, talents, and experience with the vision and mission of our school.

JOB SUMMARY: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God, in conjunction with the Mission Statement of Evergreen Academy

ACCOUNTABILITY:

Classification: Full Time, Hourly

Hired/Contracted by: School Board for one year

Responsible to: Head of School and K5 Lead Teacher

Supervises: Students

Evaluation: Faculty performance will be evaluated in accordance with this job description

General Description: Evergreen Academy is seeking a caring, dependable, and Christ-centered Kindergarten Teacher Assistant to support the lead teacher in creating a nurturing, structured, and engaging learning environment. This role assists with classroom instruction, small groups, daily routines, and student supervision while helping reinforce positive behavior and a biblical worldview. The ideal candidate loves young children, works well on a team, models Christ-like character, and is passionate about partnering with teachers and families to support the academic, social, and spiritual growth of each student.

- Support the lead Kindergarten teacher in daily classroom instruction and activities
- When the K5 lead teacher is absent, will serve as the K5 lead teacher.
- Assist with small-group instruction, centers, and one-on-one student support
- Help maintain a positive, orderly, and safe classroom environment
- Reinforce classroom routines, expectations, and behavioral standards
- Provide gentle guidance and redirection rooted in grace and biblical principles
- Assist students with daily tasks such as transitions, organization, lunch, and restroom breaks
- Prepare and organize classroom materials and learning resources
- Supervise students during recess, lunch, chapel, and other school activities
- Communicate effectively and respectfully with teachers, staff, and families
- Model Christ-like behavior in speech, attitude, and actions at all times
- Support the mission, vision, and biblical worldview of Evergreen Academy
- All other duties and responsibilities assigned.



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CREDENTIALS AND CALLING: Each classroom faculty member must:

- Have a saving relationship with Jesus Christ
- Be an active member of a Bible believing church
- Have a love and passion for God, students, and subject area taught.
- Be called by God to teach at Evergreen Academy
- Agree to support and sign the EA Statement of Faith
- Agree to support and sign the EA Lifestyle Statement

SPIRITUAL: Each classroom faculty member must:

- A. Demonstrate his/her Christian walk as defined by John 3:3 and I Peter 1:23.
- B. Seek to be a role model in attitude, speech, and actions a consistent daily walk with Jesus Christ.
- C. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity of Christian fellowship.
- D. Follow the Matthew 18 principles in dealing with students, parents, staff, and administration and covenant to refrain from gossip or slander. Commit to speak of the issue or difficulty in question only with those directly involved or with those with the authority to bring clarity to an issue.
- E. Motivate students to accept God's gift of salvation and grow in their faith.
- F. Lead students to a realization of their self-worth in Christ.

PERSONAL: Each classroom faculty member must:

- A. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- B. Meet daily stress with emotional stability, objectivity, and optimism.
- C. Develop rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- D. Maintain professional appearance (see "dress code" in Staff Handbook) and a Christ like manner of living and speech on and off the campus.
- E. Recognize the need to support Evergreen Academy as an ambassador for Christ and take the initiative to build good public relations with those inside and outside the community of faith.
- F. Recognize your ministry at Evergreen Academy as a covenant with the school community and taking priority over other paid or volunteer work outside the school.

EXPECTED WORK HOURS

- A. All faculty members and teaching assistants are expected to attend scheduled faculty meetings. Work outside normal hours such as lesson preparation and grading is both necessary and expected when such efforts cannot be completed during normal hours.
- B. All faculty and staff members are expected to be present at all scheduled meetings including half and full teacher workdays. If extenuating circumstances exist, all staff members are expected to request permission from the Head of School to miss the scheduled meeting.
- C. There are events throughout the school year where the teacher is required to be present, and these include but are not limited to school sponsored events. Some examples of these events are: In-service days, professional development, field trips, school socials, graduation, accreditation meetings, etc.



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D. There are several mandatory evening events and occasional assigned duties throughout the school year, including, but not limited to regular faculty meetings, Open Houses, performing arts events, athletic events, parent information meetings, etc. EA employees are expected to comply with administrative requests for participation and recognize this as part of their contractual obligations.

SKILLS, ATTRIBUTES, AND EXPECTATIONS

The ideal candidate must:

- Possess a professional disposition and attitude;
- Have excellent verbal and written communication skills;
- Be able to gain and maintain confidence and cooperation of faculty, administration, and students;
- Have the ability to maintain and exercise discretion with confidential information, records and materials;
- Be detail-oriented and be able to meet deadlines under pressure;
- Have the ability to work with minimal supervision and frequent interruption, and the flexibility to work with changing workflow priorities.
- Have excellent customer service skills and the ability to communicate with various stakeholders;
- Demonstrate strong organizational, time management, problem-solving skills, and initiative;
- Possess excellent grammar and proofreading skills;

THE RIGHTS OF EVERGREEN ACADEMY

Evergreen Academy reserves the right to alter this position's job description/job duties to meet the needs and goals of the school.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.