

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Teaching Assistant, Masterwork Academy	Date: August 2022
Department: Masterwork Academy	Prepared By: Advisory Team
Regular, part-time: 20 Hours	Non-Exempt

SUMMARY:

The Masterwork Academy teaching assistant should be capable of providing program and classroom support in all disciplines: visual art, music, dance, faith & fitness, and Bible as directed by the Executive Director, Principal, or Project Assistant.

ESSENTIAL FUNCTIONS:

- 75% Assisting in assigned classroom and with other tasks as directed
- 20% Program support functions: daily set up, support student arrival and dismissal processes, daily clean up and reset
- 5% Administrative duties, team meetings, Academy and community events

ACCOUNTABILITIES:

- Substitute teaching if needed.
- Assisting Academy Instructors with preparation of weekly/daily lessons as requested.
- Administrative duties in support of Executive Director and Principal as needed and possibly providing program support by riding the bus with the children to facilitate arrival and dismissal procedures.
- Demonstrating behavior expectations for students in assigned classroom and supporting the Instructor by managing student behavior under direction of the Instructor.
- Other duties as required.

TIME COMMITMENT:

- School Year
- Monday - Friday (with the exception of school holidays and TPS weather closures)
- 2 - 6 pm

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal: Works under the direction of the Project Assistant. Reports to the Executive Director.
- External: Works directly with the students. Represents Masterwork Academy to our students' families and the community.

QUALIFICATION STANDARDS:

- Adaptability and willingness to serve both students and staff.
- Previous teaching experience is a plus.
- Must enjoy working with children and have the ambition to establish healthy relationships in a structured yet fun classroom.
- Patience and excellent communication and interpersonal skills.
- Outstanding candidates are committed Christ followers, lifelong learners who are always improving their skills, and are unafraid to explore the creative process.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date