

# Barrington Christian Academy

## Teaching Aide or Assistant

### Employer Information

<b>Organization Name:</b>	Barrington Christian Academy
<b>Website:</b>	bcacademy.org
<b>About Us:</b>	Barrington Christian Academy (BCA) is a private, independent, college-preparatory day school serving students in grades K–12. As a nondenominational Christian school community, we welcome students from all faith backgrounds.
<b>Job Location:</b>	9 Old County Road, Barrington, RI 02806
<b>Reports To:</b>	Lead Teacher, Elementary
<b>Schedule:</b>	10:00 AM – 1:30 PM school days (M-F, M/W/F, or T/TH available)
<b>Starting Wages:</b>	\$12.50/hour for Aide; \$15.00/hour for Assistant

### Job Purpose

To be part of a student-focused team of teachers and other educational staff members at Barrington Christian Academy to accomplish our mission: *to nurture, equip, and encourage students in the development of their God-given potential*

### Tasks

- Supervise students in classrooms, halls, cafeterias, school yards, gymnasiums, and on field trips.
- Provide extra assistance to students with special needs.
- Enforce administration policies and rules governing students.
- Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

### Detailed Work Activities

- Assisting and caring for others.
- Communicating with supervisors, peers, and students.
- Establishing and maintaining interpersonal relationships.
- Getting information.
- Performing general physical activities.
- Assist other educational professionals with projects or research.
- Clean facilities or work areas.
- Display student work.
- Distribute instructional or library materials.
- Enforce rules or policies governing student behavior.
- Maintain clean work areas and inventories of materials, equipment, or products.
- Set up classroom materials or equipment.
- Supervise school or student activities.

## Qualification

### Education and Experience

<b>Years of Experience</b>	0 (2 for Teaching Assistant)
<b>Education</b>	High School/G.E.D (College for Teaching Assistant)

### Physical Demands

The employee frequently stands and walks, and the employee occasionally sits. The employee regularly uses hands and must be able to talk, hear, see, and lift up to 25 pounds.

### Basic Skills

- **Active Listening**  
Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Speaking**  
Talking to others to convey information effectively.
- **Reading Comprehension**  
Understanding written sentences and paragraphs in work related documents.
- **Active Learning**  
Understanding the implications of new information for both current and future problem-solving and decision-making.

### Social Skills

- **Instructing**  
Teaching others how to do something.
- **Social Perceptiveness**  
Being aware of others' reactions and understanding why they react as they do.
- **Coordination**  
Adjusting actions in relation to others' actions.
- **Service Orientation**  
Actively looking for ways to help people.

### Resource Management Skills

- **Time Management**  
Managing one's own time and the time of others.

## Knowledge

### Required

- English Language
- Enthusiasm for Education and Child Development

### Preferred

- Experience with Children in K-5
- Customer and Personal Service