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| Job Title:<br>Teacher Aide   |  | Reports to:<br>Classroom Teacher, Principal  |  |
| Worker Classification:<br><input type="checkbox"/> Full-time <input type="checkbox"/> Temporary<br><input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contract |  | Compensation:<br><input type="checkbox"/> Salary<br><input checked="" type="checkbox"/> Hourly   |  |
| Organizational Supervision Level:<br><input type="checkbox"/> Tier A <input type="checkbox"/> Tier B<br><input checked="" type="checkbox"/> Tier C <input type="checkbox"/> Tier D |  | Fair Labor Standards Act:<br><input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Nonexempt  |  |
|  |  | Work Location:<br><input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid<br><input type="checkbox"/> Remote            _____% on-site |  |

**Position Summary**

The Teacher Aide supports the classroom teacher in fostering a positive learning environment for students. The role involves assisting with instructional tasks, classroom management, and providing additional support to students to enhance their educational experience.

**Position Responsibilities**

1. Assist the lead teacher in delivering instructional materials and lessons.
2. Work with small groups or individual students to reinforce learning objectives.
3. Help prepare classroom materials and resources.
4. Assist in maintaining a positive and orderly classroom environment.
5. Monitor student behavior and provide guidance in accordance with school policies.
6. Help manage classroom routines and transitions to ensure smooth operation.
7. Provide one-on-one or small groups assistance to students.
8. Support students in developing social skills and positive behavior.
9. Supervise students during recess, lunch, and other activities as needed.
10. Assist with grading assignments and maintaining student records.
11. Help organize and set up classroom displays and bulletin boards.
12. Perform clerical tasks such as photocopying, filing, and data entry.
13. Provide feedback to the lead teacher on student progress and classroom issues.
14. Other duties as assigned

**Skills Necessary**

1. Strong interpersonal and communication skills.
2. Ability to work collaboratively as part of a team.
3. Patience and empathy in dealing with students of varying abilities and

- backgrounds.
4. Basic proficiency in using technology and educational software.

### Professional Expectations and Requirements

1. Desire to serve in a non-profit educational environment
2. High school diploma or equivalent required; Associate's degree or higher in Education or related field preferred.
3. Previous experience working with children in an educational setting is highly desirable.

### Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operated as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

### Does this sound like you?

Are you passionate about making a difference in young students' lives? Do you thrive in a collaborative environment where your faith, patience, empathy, and strong communication skills can shine? If you love working with children and supporting others in maintaining a positive and organized classroom atmosphere, then you might be the perfect fit for our team. With dedication to helping each student succeed, you will play a crucial role in fostering a nurturing and effective learning environment at Concordia. Join us and contribute to shaping the minds and hearts of our future leaders!