

Purpose

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher has ultimate responsibility for the design and implementation of educational programs and services.

Education and Experience

Certificate(s) in Early Childhood Education preferred
1 year childcare or ECE experience preferred

FLSA Classification

Non-Exempt

Knowledge

- Knowledge of Bible stories and songs
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Knowledge of principles and methods for teaching and instruction for individuals and groups
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective safety operations for the protection of people, data, and property.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

Spiritual Qualifications

Every RCS employee plays an important part in creating a Christ-centered culture. The daily behaviors, language, and practices of RCS employees intentionally reflect the life of Jesus Christ. As such, the following qualifications are essential for employment at Riviera Christian School:

- Must be a "born-again" Christian who regularly attends and financially supports a local church whose beliefs are in alignment with the RCS Statement of Faith
- Accepts that the Bible is God's Word and that it is the final authority on all matters of faith, truth and personal conduct.
- Must be a role model of Christian living both in and out of school, seeking to grow spiritually in developing the Fruits of the Spirit in one's life.
- Must agree with the RCS Statement of Faith.

Skills

Basic Skills

- **Active Learning** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **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.
- **Critical Thinking** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Mathematics** Using mathematics to solve problems.
- **Monitoring** Monitoring/Assessing performance of yourself and students to make improvements or take corrective action as instructed
- **Reading Comprehension** Understanding written sentences and paragraphs in work-related documents.
- **Speaking** Talking to others to convey information effectively.
- **Writing** Communicating effectively in writing as appropriate for the needs of the audience.

Social Skills

- **Coordination** Adjusting actions in relation to others' actions.
- **Instructing** Teaching others how to do something.
- **Negotiation** Bringing others together and trying to reconcile differences.
- **Persuasion** Persuading others to change their minds or behavior.
- **Service Orientation** Actively looking for ways to help people.
- **Social Perceptiveness** Being aware of others' reactions and understanding why they react as they do.

Resource Management Skills

- **Management of Material Resources** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management** Managing one's own time and the time of others.

Desktop Computer Skills

- **Presentations** Using a computer application to show virtual slide presentations.
- **Internet** Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches; and send and retrieve electronic mail (e-mail).
- **Navigation** Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
- **Online platforms** Using social media, Class Dojo, and YouTube in the classroom as instructed by the lead teacher

Work Context

Body Positioning

- Requires walking and running
- Requires standing
- May require lifting up to 50 pounds

Communication & Personal Interaction

- Requires contact with others (face-to-face, by telephone, or otherwise)
- Requires face-to-face discussions with individuals or teams
- Requires coordinating or leading others in accomplishing work activities
- Requires work with students, parents or the public
- Requires work with others in a group or team

Conflict

- Includes conflict situations

Impact of Decisions

- Requires making decisions that impact the results of co-workers, students and their families or the school
- Opportunity to make decisions without supervision
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization

Responsibility for Others

- Includes responsibility for the health and safety of others

Work Setting

- Takes the initiative to prayerfully encourage, uplift, and support other staff members and students
- Requires working indoors in environmentally controlled conditions
- Requires working outdoors, exposed to all weather conditions
- Job tasks are performed in close physical proximity to other people

Tasks

- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Teach social skills to students.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Provide extra assistance to students with special needs.
- Observe students' performance and record relevant data to assess progress.
- Enforce administration policies and rules governing students.
- Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.

- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Distribute student assignments and collect them when they are completed.
- Distribute teaching materials, such as textbooks, workbooks, papers, and pencils to students.
- Clean classrooms.
- Attend to children’s basic needs by helping them with food, clothing and bathroom needs.
- Help serve meals and snacks in accordance with nutritional guidelines
- Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Requisition and stock teaching materials and supplies.
- Print, file, and duplicate materials.
- Attend staff trainings as required.
- Assist the classroom teacher in the usual functions of the classroom

Activities

Communicating with Supervisors, Peers, or Subordinates

- Assist other educational professionals with projects or tasks.
- Collaborate with other teaching professionals to develop educational programs.

Training and Teaching Others with Classroom Teacher’s Supervision

- Assist students with their individual needs.
- Apply multiple teaching methods.
- Teach daily living skills or behaviors.
- Teach others to use technology or equipment.
- Teach physical education.
- Tutor students who need extra assistance.

I am willing and able to perform the duties of this job:

Printed Name of Employee _____

Signature of Employee _____ Date _____

Printed Name of Employer _____

Signature of Employer _____ Date _____