

FAITH ACADEMY BELLVILLE

FAITH ACADEMY BELLVILLE 12177 Highway 36 Bellville, Texas 77418

Position: EEC Aide

Schedule : FULL TIME

Description: We are seeking an individual who is passionate about Christian education and is called to work at a Christian school, supporting the teaching staff in a classroom environment.

Purpose Statement: The EEC Aide provides educational assistance work involving assisting teacher(s) with preparing instructional materials for the classroom, assisting in planning and implementing educational activities, and monitoring students.

Duties:

- Perform classroom administrative duties including preparing copies, distributing instructional materials, maintaining and submitting supply orders to the appropriate personnel, keeping records, filing, setting up equipment, and setting up and assisting in designing bulletin board displays and exhibits.
- Observe student performance and keep teacher(s) informed of students' needs and challenges, and of all significant events or changes related to students in the classroom.
- Monitor and assist students in getting to and from their classroom, playground,, lunchroom, and other settings as needed.
- Discuss assigned duties with classroom teachers to coordinate instructional efforts.
- Assist in creating and setting up teaching materials and manipulatives for classroom activities.
- Assist with preparation, setup, and cleanup of classroom before and after teaching activities.
- Assist with unpacking student backpacks in the morning and organizing, filing, and redistributing completed assignments to designated folders and backpacks in the afternoon.
- Train in and implement Love & Logic tools and techniques in order to coincide with campus-wide disciplinary policies.
- Help manage student behavior through use of Love & Logic classroom philosophy and techniques to minimize disruptions and ensure safety and efficiency in the classroom.

I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.

-Galatians 2:20