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**TEACHER ASSOCIATE JOB DESCRIPTION**

Foundations First Christian is a hybrid learning community that partners with parents to provide children and young people with a comprehensive and balanced education that leads them to know God and His one and only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. The education we provide is distinctly and unwaveringly Christian. We strive for it to be whole-person, all-truth, transformational, experiential and relational education.

In this task, the Teacher Associate (TA) is an important teaching assistant, role model and spiritual guide for students in our on-campus classes. Therefore, we seek Teacher Associates who are excited about Christ-centered education and passionate about working with children and young people.

**Title**: Teacher Associate

**Basic Qualifications**

1. Spiritual
   1. Must have personal faith in Jesus Christ as Savior and Lord
   2. Must whole-heartedly accept and agree to uphold FFC’s Statement of Faith
   3. Must have active involvement in a local church whose beliefs are in agreement with FFC’s Statement of Faith
   4. Must have a growing faith in Christ as evidenced by personal prayer and study of the scriptures
   5. Must be committed to furthering FFC’s mission and faith-based philosophy of education
2. Education
   1. Some college or university study in relevant field is preferred

**Responsibilities**

1. Personal
   1. Seeks to be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12; Luke 6:40)
   2. Seeks to live under the power of the Holy Spirit and manifest the fruits of the Spirit in his or her life: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
   3. Maintains integrity in all situations, handles confidential information appropriately
   4. Maintains a dignified personal appearance of cleanliness and modesty
   5. Seeks and seizes opportunities to improve self personally and professionally
2. Instructional
   1. Assists the Classroom or Subject Lead Teacher with integrating a Christian worldview and biblical principles into the class environment and teaching
   2. Assists the Lead Teacher in helping students realize the greatness of God and of their infinite worth to Him
   3. As directed by the Lead Teacher, is ready to offer spiritual advice to students and pray with them
   4. Regularly and systematically prays for their students
   5. Assists the Lead Teacher with classroom, lesson and materials preparation
   6. Assists the Lead Teacher with Integrating creative teaching methods and technology to engage students and motivate them to deep learning
   7. Assists the Lead Teacher with implementing instructional strategies and differentiating learning activities and instruction by leading small groups of students
   8. Assists the Lead Teacher with assessing student progress, correcting assignments and tests
   9. Comes to class fully prepared before the start of class
   10. Assists the Lead Teacher with keeping students, parents and FFC administration informed of progress, non-progress or persistent problems, may participate in parent-teacher conferences
   11. Assists the Lead Teacher with maintaining proper student discipline in the classroom and on campus
   12. Maintains high expectations for all students and works with them to set achievable goals
   13. Assists the Lead Teacher in maintaining a safe, clean, attractive and well-ordered classroom
   14. Develops positive working relationships with the Lead Teacher, students, parents, Tier 2 & 3 parent assistants and fellow staff members built on mutual respect and trust
   15. May serve as substitute teacher when the Lead Teacher is absent
3. Non-Instructional
   1. Cooperates with the Board and Administration in implementing all policies, procedures and directives governing the operation of FFC
   2. Informs the Lead Teacher if unable to fulfill any responsibility they have been given
   3. Knows the procedures for dealing with emergencies
   4. Provides input and constructive recommendations to improve FFC’s instruction and administration
   5. Attends and participates in faculty and curriculum meetings, in-service training, etc. including 1 half-day per month on a Wednesday.
   6. Performs other duties as assigned

**Reports to**: Class or Subject Lead Teacher and the Executive Director or his Designate