**JOB TITLE:** Instructional Assistant

**Job Publishing Date:** 03/22/2021

**Application Deadline:** April 12th or until filled

**REPORTING STRUCTURE:** Reports to theschool Principal/Admin team member

**CURRENT OPENINGS (as of March 22, 2021)**Instructional Assistants for various grades (P3 – 8th)  
Secretarial Staff (various)

**Summary**:

This instructional assistant or secretarial position will work with students and staff at BCS. The position involves working during school hours (8:30-3:30). Some positions are required to be at school a minimum of 8a.m.-4p.m. on school days and to fulfill all other specifications listed under Key Roles and Functions below.

**KEY Roles and Functions:**

Planning

* Be aware of each day’s tasks and schedule
* Prepare materials in advance (with teacher direction)
* Carry out any support tasks such as record keeping, creating learning activities, copying, and collecting data for assessment purposes.
* Have consistent job attendance and punctuality
* Have a willingness to work closely with the Director of Support Services, the classroom teacher and other staff members as part of an Instructional Assistant team

Student and Teacher Support

* Maintain active supervision of students
* Help facilitate a disciplined, joyful and energetic classroom
* Observe the needs of the classroom teacher and take initiative when needed
* Demonstrate a love for the Gospel in personal life and in discipline matters as they arise (follow direction of administrator/classroom teacher)
* Provide individual and small group instruction in all areas of learning (spiritual, academic, etc.) including the teaching of safety protocol as directed by the Director of Support Services and the classroom teacher.
* Evaluate individual students on academic progress (both formally and informally) and participate in regular communication with the SAS Director and I.A. team.

Events

* Attends monthly ALL STAFF meetings
* Attends Professional Development days as directed (prior to start of school year)
* Participates in safety drills
* Attends Association Meetings (annually)
* Participates in End of Year closing process (after end of school year)

Communicating with Parents

* Discusses any parent contact or concerns with classroom teacher
* Responds quickly to requests, inquiries and feedback as appropriate

Recess

* Supervise recess(es) daily as scheduled
* Facilitate a safe and joyful environment at recess and demonstrate flexibility and willingness to collaborate with all other members of the recess supervision team
* Assist in care of recess supplies and notify main office of any needs or damage

**Character Qualities:**

Personal

* Humility
  + Acknowledges own limitations and the need for Christ’s grace
  + Shows flexibility, teachability, and a focus on learning from fellow co-workers. We are all brothers and sisters in Christ who acknowledge Jesus as our ultimate authority and example
* Love
  + Shows an obvious joy in working with children and a desire to show them the love of Jesus each day
  + Exudes patience, gentleness, warmth, and approachability that shows a genuine concern for the cares of others
  + Is eager to serve others because we are all servants of Jesus Christ
* Integrity
  + Teaches children according to convictions and principles shaped by God’s Word, and consistent with the vision of BCS
  + Supports in the classroom in a way that is especially transparent, conveying a sense of trust and authenticity to parents
* Spirituality
  + Has an evident love for and faith in Jesus Christ as personal Lord and Savior
  + Maintains a close relationship with the Lord Jesus through personal Bible reading and prayer
  + Seeks to teach and disciple children through the leading of the Holy Spirit
  + Prays for children, parents, and the school throughout the week
  + Attends and is involved in a local, Biblical, gospel-centered church
* Professionalism
  + Exhibits excellence in all work, showing thoroughness, care, creativity, and neatness
  + Shows punctuality in timeliness to each school day, meetings, due preparation for daily tasks, and completion of responsibilities by agreed upon deadlines

Ideal Candidate

* Has the ability to be flexible and work in a team-centered environment
* Has a heart for teaching students of all abilities and helping all students to experience belonging
* Has a belief that every student is an important member of the school community and actively looks for opportunities for students to participate to the fullest extent that they are able
* Is in agreement with Bellingham Christian Schools Statement of faith (see below)

**Hourly Rate**

* Starting hourly rate for an Instructional Assistant is $15/hour. Hourly rate varies.
* A timecard is submitted each month to Financial Director
* School year is September through beginning of June. Staff is expected to attend a training before the year begins and to assist in the end of year closing process after the school year ends.

**Statement of Faith**

The basis of this Association is the Word of God. In the light of this Word we in our educational program stand committed to the following truths:

We believe and teach that God is our ultimate authority; the Bible has authority as the Word of God, divinely inspired as originally given.

We believe and teach in accordance with the Apostle’s Creed:

We believe in God, the Father almighty, creator of heaven and earth.

We believe in Jesus Christ, God’s only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On the third day he rose again; he ascended into heaven, he is seated at the right hand of the Father, and he will come to judge the living and the dead.

We believe in the Holy Spirit, the holy Christian Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

We believe and teach that God’s plan for human sexuality is to be expressed only within the context of marriage. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female.

We believe and teach that parents are responsible for the education of their children. Our school exists to partner with and help parents raise their children according to the truths of the Word of God.

We believe and teach that all students are made in the image of God. We believe and teach that God is visible in all he has made and in what he does. Our teaching reflects this biblical worldview.

We believe and teach unity in the church in the midst of diversity. We encourage students to think and handle questions in light of the truth of God’s Word.