



445 South Mary Avenue  
Sunnyvale, CA 94086  
www.sunnyvalechristian.school

### Support Teacher Job Description

**SCS Mission:** Our mission is to lead students and their families to Jesus Christ by providing quality Christian education. SCS will assist students toward a balance of personal commitment to Jesus Christ, intellectual competence, and healthy personal development.

**SCS Teaching Philosophy:** We believe the parents are the primary educators of their children and our job is to come alongside the parents in the instruction of their children. We will provide a safe, structured learning environment for students to receive a top quality Christian education that consistently maintains a competitive edge over the public school system. Students will be equipped to excel in other private Christian school environments as they continue their academic careers.

### GENERAL DESCRIPTION

**Goal:** The support teacher will help to develop graduates who become Christ honoring, confident, responsible, and community service oriented adults. This is done by the support teacher prayerfully helping students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Overview:** The support teacher shall be a born-again Christian with a college education, who feels called of God to the teaching profession. The teacher shall be a person with spiritual and emotional maturity with academic, communication, and leadership abilities that will allow him or her to be able to build positive relationships with every family. The support teacher shall agree with the Core Values of Sunnyvale Christian School. (See back page)

**Contracted by:** Elementary staff is contracted by the Principal of the school. Preschool staff is contracted by the Preschool Director.

**Responsible to:** Elementary staff is responsible to the Principal of the school. Preschool staff is responsible to the Preschool Director.

**Evaluation:** Elementary staff is evaluated by the Principal of the school. Preschool staff is evaluated by the Preschool Director. Standards of performance are established through this job description. Details are found in the Staff Handbook.

**Type of Position:** (Mark two) \_\_\_ Exempt \_\_\_ Non Exempt \_\_\_ Salaried \_\_\_ Hourly

### EDUCATIONAL QUALIFICATIONS

A Preschool Support Teacher shall hold at least six early childhood education semester units. To be a minimally qualified support teacher you must have 6 semester units and must be enrolled in Early Childhood Classes until you have completed twelve semester units.

All support teachers must provide their supervisor (Principal or Preschool Director) with transcripts of all college and graduate studies that have been completed to date and those immediately prior to each academic year, along with a copy of any teaching credentials.

### **PHYSICAL QUALIFICATIONS**

Every support teacher must be able to fulfill the requirements of the job as defined in this job description. Standing and sitting may be alternated at the discretion of the employee. The support teacher must be able to accompany children to and from the classrooms. Every support teacher must successfully comply with state regulations:

- \*TB test
- \*Health screening report
- \*Fingerprinting

### **REQUIRED PERSONAL QUALITIES**

The support teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and teaching philosophy of the school.
4. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a regular attending member in good standing at a local Christian church in the local community.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

### **ADDITIONAL PERSONAL QUALITIES**

The support teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist the teacher in that task.
2. Demonstrate the fruit of the Spirit and the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

## **JOB DESCRIPTION - Essential Functions**

The support teacher shall:

1. Assist the main teacher.
2. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
3. Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
4. Lead students to a realization of their self-worth in Christ.
5. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school. Have a positive attitude toward Sunnyvale Christian School and its leadership. Discuss concerns privately with appropriate supervisor in a direct, calm manner, provide solutions where possible
6. Plan and work cooperatively with other staff members.
7. Assists in caregiving classroom routines.
8. Integrate Biblical principles and the Christian philosophy of education throughout your interactions with the children and staff members.
9. Clearly communicate classroom rules and consistently enforce them. Keep proper discipline in the classroom and on the school premises for a good learning environment.
10. Treat behavior problems individually and privately discuss them with the student.
11. Assists teachers by maintaining a clean, attractive, safe and well-ordered classroom. Assist teachers by changing bulletin boards to match lessons.
12. Assists in food service.
  - a. Maintain a clean environment (clean inside of microwave, etc.)
  - b. Wash dishes and pans as needed
13. Assists children in bathroom procedures; performs diapering duties as necessary.
14. Clean and sterilize toys on a monthly basis.
15. Assists with the implementation of health, emergency procedures and first aid.
16. Attends meetings and in-service meetings.
17. Participate actively with children the majority of the day. Encourage and assist the children who need special help. Accept, respect, and utilize the children's ideas. Listen to children attentively, engage in meaningful verbal interaction, and are alert to non-verbal cues.
18. Assists teacher in fostering group awareness in the classroom, a feeling of belonging and mutual love and respect.
19. Keep teacher, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
20. Assists the teacher by speaking with parents regularly and always provide necessary information such as upcoming field trips, discipline, etc.
21. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
22. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
23. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration. In the spirit of reconciliation, conflicts shall be brought directly to the

person with whom the teacher has a problem. This will be done to seek Christian unity and will be done one on one, in a calm and problem-solving fashion. If resolution is not reached, the teacher will talk with his/her immediate supervisor.

24. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
25. Be on time to all assigned places of duty. Attend and participate in scheduled devotional, in-service, retreats, committee, faculty, and school events.
26. Know the procedures for dealing with issues of an emergency nature. Able to quickly summon help when an emergency arises either in the classroom, gymnasium, or on the playground.
27. Apply appropriate emergency first aid to students who may be injured while in the classroom, gymnasium, or on the playground. Fill out the appropriate incident and ouch report.
28. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.
29. Orients substitute teachers/assists in following established classroom routine/procedures in order to meet individual student needs.

### **JOB DESCRIPTION - Supplemental Functions**

The support teacher shall:

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration and main teacher.

### **Core Values of Sunnyvale Christian School**

1. We value Jesus Christ: He is God manifest as a human being. He was born of a virgin, lived a sinless life, died for our sins, and rose bodily from the grave. He is coming again in power and Glory. We seek to follow Jesus in all we say and do. School leadership will pray about decisions and seek unity, listening to the voice of Christ.
2. We value people: All people are created in the image and likeness of God and are to be treated with respect. We affirm the blessings of our multicultural world, and welcome children from every race, nationality, and culture into our school.
3. We value truth: The Bible is the Word of God and we trust it as the final, infallible Authority on all matters of faith and life.
4. We value life in Christ: In our desire to be whole people, every person needs forgiveness of sins and assurance of eternal life. We affirm that these blessings are found only through faith in Jesus Christ.
5. We value Christian unity: Because all true believers are one in Christ, denominational distinctives are not taught at Sunnyvale Christian School.

6. We value Christian education: Because God has given parents responsibility for the nurturing and training of their children, we believe in education in cooperation with the Christian community.