



## **Job Description Educational Assistant**

### **VISION**

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

### **MISSION**

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

**SUMMARY/OBJECTIVE:** The position of Educational Assistant exists to assist students who are in care at Bethel who have been determined by a multidisciplinary team to need self-contained instruction based on the student's I.Q., grade level, learning disabilities, or behavior.

**REPORTS TO:** Principal and Education Coordinator

**JOB CLASSIFICATION:** Non-exempt (part-time)

**DEPARTMENT:** Education

**SUPERVISES:** None

### **ESSENTIAL FUNCTIONS**

- Exemplify a vibrant Christian faith personally and professionally. The individual fulfilling this role will protect the credibility of the Bethel Bible Village mission by complying with the Bethel Bible Village Code of Conduct and Employee Covenant, setting an example, in words and actions that is consistent with the values and beliefs of Bethel Bible Village.
- Assist youth who may have academic and behavioral concerns.
- Work with students in groups and individually during lessons and create progress notes and reports.
- Work closely with the teacher in your assigned classroom and support them in their duties.
- Be flexible as your tasks may change day-to-day.
- Attending all conferences, team meetings, and training as directed by the Principal and Education Coordinator.
- Work together with the Program Services staff to accomplish the goals set for each child.

**CORE COMPETENCIES:** Those key functions that flow from our Mission and are central, measurable things Bethel Bible Village will do to see our vision become a reality, through God's grace and power. They point to the strategic outcomes toward which all our efforts should contribute and against which our collective effectiveness will be measured.

*Spiritually:* Be an active participating member in a local Christian church. In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ.

*Education/Experience:* High School Diploma; Associate degree from an accredited college or university preferred.

*Specific Skills/Requirements:* Effective oral and written communication skills; excellent interpersonal skills required. Should possess a teachable spirit and cooperative and pleasant attitude; sensitivity to the cultural differences present among the residents and families served.

*Specialized Knowledge Licenses, etc.* State licenses and certifications to be able to teach in Tennessee are a plus.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sits or stands for several hours.
- Often communicates with staff and residents.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 25 lbs.
- Visually, audibly, or by scent will identify probable emergency situations.
- Occasionally responds to the phone, communicates with staff and donors.

**OTHER DUTIES:** Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_

Date \_\_\_\_\_