



## **Instructional Aide - Early Childhood**

Position Description

June 2021

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Employment category:	Staff
Full/part time:	Part/Full Time
Work year:	10 months
Supervisor:	Lower School Principal
Also reports to:	Head of School

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### **About Eagle Christian Academy:**

The mission of Eagle Christian Academy is to provide each child with an outstanding, traditional education in a loving, Christian environment. We channel our energies to promote high academic standards while helping students achieve skills in creative and critical thinking—using the best integrated curriculum available. The uniqueness of each child shall be valued within an atmosphere of challenging academic standards and nurturing support. Within this atmosphere, ECA seeks to integrate family involvement with highly qualified and dedicated Christian faculty and to provide a foundation for each child to reach his or her full potential—spiritually, academically, emotionally and physically.

### **Primary responsibilities:**

- Assist teacher in preparation and management of classroom activities and administrative requirements.
- Supports ECA's mission to foster each child's intellectual development, love of learning and strength of character.
- Work with other members of staff to determine instructional goals, objectives, and methods
- Work under supervision of certified teacher
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Ability to assist in instructing reading, writing, and mathematics
- Experience working with and ability to work well with children

**Qualifications:**

- Associate's degree or 2 years (60 hours) at an institute of higher learning
- Strong organizational, communication, and interpersonal skills
- Texas Educational Aide certification a plus