



CORAM DEO

BIBLE CHURCH

JOB DESCRIPTION: **Coram Deo Academy Instructional Assistant**

SUMMARY: The Instructional Assistant for Coram Deo Academy assists the Director with instructional support, tracking student progress, preparing materials for lessons, and keeping students on task.

REPORTS TO: Academy Director **STATUS:** Non-exempt/PT **SUPERVISORY ROLE:** No

QUALIFICATIONS: This person must be spiritually mature, teachable, trustworthy, humble to follow and able to lead. The Instructional Assistant must have excellent interpersonal and communication skills, both written and verbal, that allow them to effectively monitor and instruct students as well as build and maintain meaningful relationships with students and their families. They must have a high level of patience and enjoy working with children. They must be extremely organized and able to multi-task. A Bachelor's degree is desirable.

ESSENTIAL ROLES AND RESPONSIBILITIES INCLUDE:

Instructional Support

- Model love, trust, joy, grace, and excellence throughout the school day, ensuring that "school politics and drama" do not exist
- Plan and assist with daily school activities and routine care of students
- Prepare materials for each school day
- Anticipate and solve problems
- Utilize positive reinforcement techniques and appropriate guidance techniques to assist in managing behavior throughout the school day
- Assist in arrival, departure, and lunch for the students
- Maintain and respect confidentiality

Administrative:

- Become an expert of Liberty University Online Academy's technological platform
- Utilize office equipment, including but not limited to: copiers, computers, smart phones

Communication:

- Regularly update parents on student progress
- Work well as part of a team and with individuals
- Maintain positive interpersonal skills with students, parents and staff
- Coram Deo Academy is a family. Be proactive in utilizing positive communication to protect students and parents from divisive conversations, and gossip.

IN GENERAL: This person will do what is necessary to fulfill the mission and initiatives of Coram Deo Academy and Coram Deo Bible Church.

This job description was created in December 2020 and is subject to review and revision, as needed.