

Woodcrest Christian School System

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Math Aide/ Campus Aide

Ministry Description

MINISTRY MISSION:

The Aide shall prayerfully and faithfully seek to fulfill the WCSS Mission to "Glorify God by pursuing excellence in *Christ-centered Academics*". The Campus Aide is to lead students to Christ, challenge them to obey God's Word, and empower them in the Holy Spirit to reach the Expected Results of Christ-centered Wisdom, Character, Stewardship, and Service. The Aide is to help prepare students for higher education, for vocational success, and for wholesome family living. The Aide shall accurately and effectively convey the Biblical foundation of the Woodcrest Christian School System. The Aide is to provide secretarial assistance and support for the administration and faculty in order to enhance the ministry of Woodcrest Christian School System.

MINISTRY RELATIONSHIPS:

The Aide works closely with the WCMS faculty and staff while reporting directly to the Principal. The Aide will work closely with the middle school math teachers specifically and all of the middle school teachers in general.

MINISTRY QUALIFICATIONS:

The following qualifications are prerequisite to and remain conditions of employment for the Campus Aide: New Birth, Christian Growth, Family Commitment, Commitment to a Local Church, Preparation and Calling to Ministry in the school. (See full-page explanation of WCSS Employment Qualifications.)

MINISTRY RESPONSIBILITIES:

The Campus Aide shall carry out all duties assigned by the Principal and fulfil the following responsibilities in the power of the Holy Spirit:

A. Duties:

1. Assist in Math 7 and Pre-Algebra classes:
 - a. provide extra guidance for struggling students
 - b. give small group instruction reviewing previous assignments or returned assessments
 - c. complete additional duties as assigned by the classroom teacher
2. Math Workshop after school:
 - a. provide help on daily homework for students primarily in Math 7 and Pre-Algebra
 - b. instruct students who may have missed a lesson due to absence
 - c. provide additional practice on current or previous lessons/skills
 - d. keep attendance log

- e. assist with parent communication
- 3. ALEKS.com for Math 7 classes:
 - a. become proficient in this individualized online program (training provided)
 - b. assign and track weekly progress through this site in conjunction with the ALEKS Coordinator
 - c. assist with weekly grades, goals, and communication related to this program
- 4. Provide supervision before and after school in the middle school quad
- 5. Provide supervision during middle school lunch
- 6. Substitute in classroom as needed.

B. Uphold Biblical Servant Leadership in the School System.

- 1. Live a life of submission to God. (Romans 12:1-2)
- 2. Submit to God's appointed servant leaders in the School System including the Principal, and the Superintendent.
- 3. Comply with all policies and regulations of the School System.
- 4. Notify the Principal of any policy that seems inappropriate to support.
- 5. Perform duties assigned by the Principal.
- 6. Initiate servant leadership with students and parents while implementing all policies governing the operation of the School System.
- 7. Seek the counsel of the Principal, colleagues, and parents while maintaining a teachable attitude.
- 8. Provide input and suggestions to Principal.
- 9. Recognize and support the role of parents as primarily responsible before God for their child's education and assist them in that role. (Deuteronomy 6:1-6; Ephesians 6:1-4)

C. Grow in Professionalism as a Christian Leader.

- 1. Grow in the grace and knowledge of the Lord Jesus Christ.
- 2. Develop self-discipline and punctuality in deference to others.
- 3. Demonstrate adaptability and flexibility out of respect for others.
- 4. Show use of wise judgment.
- 5. Display kindness to others. (Ephesians 4:32)
- 6. Meet everyday stress with emotional stability, objectivity, and optimism.
- 7. Develop and maintain rapport with students, parents, and staff by treating them with friendliness, dignity, and consideration.
- 8. Maintain a positive example of personal appearance and grooming that displays cleanliness, modesty, and wholesomeness.
- 9. Use acceptable English grammar and clear articulation in written and oral communication.
- 10. Maintain thoroughness, orderliness, and neatness in all schoolwork. (I Corinthians 14:40)
- 11. Attend and participate in scheduled devotional, committee, faculty meetings.
- 12. Know and follow the procedures for dealing with emergency situations.
- 13. Refuse to circulate confidential information.
- 14. Report child abuse to Child Protective Services as required by state law.

15. Support the broader program of the school by attending extra-curricular activities when possible.
16. Place the ministry ahead of outside employment or volunteer work.
17. Respond to performance evaluations to increase professional growth.
18. Represent the school in a favorable and professional manner to school families and the general public.