

POSITION: UPPER SCHOOL TEACHING ASSISTANT & LUNCH / RECESS MONITOR

Purpose of Position:

Rockford Christian School staff are student focused professionals who fulfill the mission of RC as a significant school-related influence on the student community. Rockford Christian School staff are supported and empowered through a shared vision of learning to foster a school culture of academic excellence and spiritual growth where learners flourish.

Position:

- Part-time
- School Year
- Hourly Employee

Reports To: Dean of Students (5th-12th Grade)

Evaluated By: Dean of Students (5th-12th Grade)

Direct Reports: None

Qualifications:

- Minimum of a High School Diploma.
- In agreement with the Rockford Christian School (RC) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in his/her relationship with Jesus Christ.

Professional Profile:

- Committed to the mission of RC - *to cultivate biblically minded students who serve God to their greatest potential and impact the world for Christ.*
- Demonstrates patience, care, and kindness for all students.
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem solving skills.
- Demonstrates consistent spiritual leadership.
- Demonstrates effective verbal and written communication skills.
- Adapts communication style to suit different audiences.
- Exhibits initiative for working with minimal direct supervision.

Responsibilities:

- Establish positive rapport with all students.
- Manage student behavior to minimize disruptions and ensure a safe and orderly environment.
- Communicate serious infractions or repeated behaviors to the classroom teacher, Dean of Students, and/or Head of Upper School as appropriate.
- Implement lunchroom behaviors with consistency and predictability:
 - Students should walk in the lunchroom.
 - Students should stay in their seats, unless they have permission to use the restroom, get utensils, etc.
 - No changing seats or tables. (You may separate students at your discretion.)
 - No throwing items in the lunchroom.
 - When lunch time is finished, students should remain at their tables and quietly collect their trash.
 - Students are dismissed by table to avoid a traffic jam at the garbage cans.

- Monitor recess as needed.
 - Basic recess rules should be followed (i.e staying within the designated recess area, treating one another kindly, taking turns, etc.).
 - When recess has ended, students will gather at the appropriate door to enter the building for either class or lunch, depending on the schedule for that grade level.
 - Ensure all students enter into the building and all recess materials are gathered and brought inside.
- Implement RC Crisis Plan protocol as needed and notify the office regarding suspicious activity, emergencies, etc.
- Monitor and assist students in getting to and from their classroom, recess area, gymnasium, cafeteria, and other settings as needed.
- All other duties as assigned.