

CROSSPOINT ACADEMY ASSISTANT TEACHER

Position Title:	Crosspoint Academy Assistant Teacher (Exempt Position)
Supervisor:	Crosspoint Academy Director
Purpose:	To carry out the vision of people connecting people to Christ through Crosspoint's outreach ministry - Crosspoint Academy. This is primarily carried out by embracing all aspects of Crosspoint Academy policies/practices to include: making Crosspoint Academy a ministry before a school, upholding state licensing requirements through DCF and VPK, connecting Crosspoint Academy families to Christ through relationships and ministry events at Crosspoint.

PRIMARY DUTIES:

1. Maintain the integrity and the outreach mission/vision of Crosspoint
2. Uphold the staff covenants set by Crosspoint
3. Maintain classroom management and age-appropriate redirection
4. Develop a nurturing environment for children where learning can take place
5. Provide assistance to the classroom teacher and share in the responsibility of teaching God's word and our Bible curriculum above any other subject/material taught
6. Communicate with parents in a positive manner and build relationships
7. Attend all scheduled staff meetings and age level planning meetings
8. Attend all ministry events as outlined in the CPA Handbook occurring outside regular school hours related to Crosspoint Academy as applicable to your class/age group or campus
9. Attend training for First Aid, CPR, DCF In-service Hours, FCCPC, and VPK training as required by state law

SKILLS DESIRED:

1. Dedicated Follower of Jesus.
2. Ministry minded; relationship focused. Team player.
3. A self-starter who can multi-task and prioritize workload. Child development, Education degree/CDA/FCCPC, child care experience – 1 or more of these preferred but not required
4. Strong relational skills. Amiable personality. Skilled in conflict resolution with a desire to bring harmony.
5. Strong classroom management skills.
6. Ability to get along with people of all backgrounds, beliefs, and personality styles.
7. Ability to work as a team with Crosspoint Kids ministry staff and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

KEY PERFORMANCE MEASUREMENTS:

1. Commitment to supporting an age appropriate and developmentally sound classroom environment
2. Maintaining classroom management and age-appropriate redirection
3. Dedication to supporting center curricula and developmentally appropriate practices
4. Strong communication with parents, staff and center director
5. Attending and completing training as outlined in CPA handbook
6. Adherence to all DCF regulations

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint Academy may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position, often on the floor with children.
2. Frequently remains a standing position, moving from place to place in the room.
3. Frequently must have ability to perceive the nature of sound to monitor activity and presence of students and respond to communication with students and adults.
4. Frequently must have close vision ability to read handwritten or typed material and the ability to adjust focus and monitor children.
5. Occasionally bends, twists and crouches.
6. Occasionally reaches with hands and arms.
7. Occasionally lifts, transports and/or pushes moderate weight items up 50 pounds.
8. Works primarily in an indoor environment, but will be in an outdoor environment occasionally in temperatures of varying degrees.
9. Work environment noise level is frequently low to moderate, but may occasionally be high.

CONTINUING EDUCATION DESIRED:

Attend appropriate DCF workshops and training as requested by DCF or supervisor. Maintain DCF credentials requirements as applicable and completed by given deadlines.