



TEACHER'S ASSISTANT POSITION

Position: Teacher's Assistant

Employment Type: Hourly (up to 25 hours a week)

Reports to: Teacher

Salary: \$11-13 per hour, depending on experience

Mission Statement: The purpose of New Song Mission is to equip at-risk children for life.

Ministry Overview: New Song Mission, Inc. is a 501 (c)(3) nonprofit Christian ministry that provides vulnerable, at-risk children—many of whom are fatherless—with safe, loving homes, a tailored education, biblical guidance, and enriching experiences so that they will live wholesome, productive, and joyful lives in Christ. Through this holistic care, significant mentoring relationships, and the transforming love of Jesus, children will become fully equipped to fulfill God's wonderful purpose for their lives. New Song's educational campus community is located on 100 scenic acres in beautiful Brown County, Indiana where children live in a family-like, Christian environment, to the glory of God.

General Job Description: Assist New Song's teachers and help develop students academically, spiritually, socially, and emotionally during the school day in order to help the ministry fulfill its purpose of equipping children for life.

Duties and Responsibilities: The New Song Teacher's Assistant is expected, by God's grace, to fulfill the duties and responsibilities listed below.

1. Student assistance

- **Homeroom Activities:** Choosing and directing homeroom activities the first 10 minutes of school based on student interests, with the purpose of starting the day in a positive and collaborative way
- **Student Goal Attainment:** Make and monitor daily goals for students
- **Tutoring:** Tutor students four periods a day in all subjects, with an emphasis on math tutoring
- **Discipleship:** Disciple/mentor/correct students and manage classroom behavior
- **Lunch monitoring:** Engage students in purposeful conversation and promote a positive school environment during the students' lunchtime between classes

2. Classroom assistance

- **Best Notes Logs:** Make daily online entries into Best Notes software program regarding student achievements and issues
- **Online Correspondence:** Communicate with online curriculum provider regularly
- **Classroom Supplies:** Inventory and maintain classroom supplies
- **Teacher meetings:** Meet regularly with the classroom teacher to discuss the students' academic progress and spiritual development

3. Other Ministry Support: Other duties and responsibilities include:

- Communicating with houseparents and administrative staff
- Supporting the ministry in other important ways as needed

Qualifications

Christian Faith: Has received Jesus Christ as his/her personal Lord and Savior and demonstrates a mature faith in the Lord

Age requirement: Teacher's Assistants must be at least 18 years old

Educational Requirements: Has graduated from high school

Experience: Has demonstrated a desire to work with children and youth

Children's Home Policies: Is strongly committed to working within the policy framework and best practices of New Song

Collaboration: Must be highly collaborative and have a desire and ability to promote unity within a ministry team

Personal characteristics: Possesses a flexible disposition, works well with others, has strong interpersonal skills, good discernment, organizational and processing skills, is honest, dependable, hardworking, and can work with humility under the supervision and directions of others

Statement of Faith, Culture, Guiding Principles, & Core Values: Commitment to New Song's Statement of Faith, Culture, Guiding Principles, & Core Values Statement

Physical Capacity: Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting, light athletics, and school outings

Continuous Learning: Demonstrates the desire and ability to continually learn and grow in the position

Valid Driver's License: Has and maintains a valid driver's license and is able to operate a ministry vehicle to transport children without restrictions

General Qualifications: Meets the general qualifications outlined in New Song's personnel policies