



## EDUCATION ASSISTANT JOB DESCRIPTION (revised, 5/25)

**Employment Type:** Full-time

**Status:** Exempt

**Annual Salary:** \$35,000-\$40,000 (depending on education, experience, and capacity)

**Work hours:** 8am-4pm, Monday through Friday (occasional but rare participation during Saturday events)

**Reports to:** Executive Director

**Mission Statement:** The purpose of New Song Mission is to equip children for life, through the love of Christ Jesus.

**Ministry Overview:** New Song Mission, Inc. is a 501 (c)(3) nonprofit Christian ministry that provides transformational growth opportunities for vulnerable children through holistic, compassionate care on a 100-acre children's home campus, by the grace of God. We offer safe, loving homes, a tailored education, biblical discipleship, and enriching experiences to disadvantaged boys and girls so that they will grow and thrive in life. 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 in beautiful Brown County, Indiana where children live in a family-like, Christian environment, to the glory of God.

**General Job Description:** The Education Assistant assists in the general oversight of all of New Song educational program. The Assistant is a Christian mentor to our students, living out his or her Christian values and leading a lifestyle that models positive Christian character. The Education Assistant provides biblical guidance through which God can transform the students' lives in Christ. Teachers are a part of a larger ministry team which seeks the holistic growth and transformation of the boys and girls in our care.

The responsibility of the Education Assistant is to assist in overseeing and providing a safe, enriching, and motivating educational environment for the children in New Song's care. The Education Assistant assists in planning, organizing, and implementing New Song's Academic program. The Education Assistant helps to ensure an orderly, structured environment where students are held to high standards of conduct and accountability, while ensuring that students are personally encouraged and individually assisted in their academic efforts and that their academic successes are celebrated. Summer work includes helping support our ministry's summer camps and planning for the upcoming school year.

**School Setting.** Instruction at New Song takes place in two small, adjoining classrooms. Core subjects are taught through a very interactive online curriculum. Teachers and other staff members come alongside students to personally assist them as they work through their core subjects. Group instruction is also provided in subjects such as Bible, Science, Leadership, Health, Physical Education, Spanish, and other classes. Our unique scenic campus setting provides opportunities for outdoor learning.

**Essential Job Expectations:** The Education Assistant is expected, by God's grace to fulfill the following goals:

### 1. **Spiritual Foundation.** The Education Assistant will:

- Model a personal relationship with Jesus Christ
- Encourage students to have a personal faith in Christ
- Disciple the students in Christian principles using God's word

**2. Instructional Activities.** The Education Assistant will engage and assist students in:

- Assessing: Assist in the assessment of new and current students, developing an awareness of the individual abilities and needs of students
- Tutoring: Core subjects are taught through an interactive, online curriculum that is strongly supported by tutoring. The Education Assistant will tutor students during core subjects.
- Planning: The Education Assistant will assist in the planning and implementation of a variety of activities and experiences such as field trips, service opportunities, and inviting guest speakers into the classroom

**3. Educational Environment.** The Education Assistant will help to create and sustain a positive, engaging, and orderly educational environment in the following ways:

- Implementing behavioral management tools, techniques, and training to create and maintain a positive, productive, and harmonious learning environment
- Showing patience and kindness with students while firmly and consistently holding them to New Song's classroom behavioral standards
- Maintain a cooperative, collaborative spirit with New Song administrators, house parents, other staff members and volunteers
- Demonstrate a desire to grow in working with vulnerable children

**4. Online Learning Oversight and Implementation.** As the core educational subjects at New Song are delivered primarily through an online curriculum, the Education Assistant will assist in:

- Providing oversight and implementation of the online curriculum our school uses (currently Time4Learning)
- Adjusting the daily online learning assignments of students

**5. Other.** Other responsibilities of the Education Assistant include:

- Overseeing screen break and active break student recreation
- Entering student behavioral challenges into school record-keeping system

## **6. Summertime Assistance**

- The Education Assistant will provide assist the ministry during New Song's summer camp weeks and provide other assistance as needed.

### **Qualifications:**

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

Unconditional Love: Loves children unconditionally and demonstrates this love appropriately

Educational Requirements: College degree in the field of Education, Social Work, Orphans and Vulnerable Children, or a degree related to children's services

Experience: Has knowledge of the physical and emotional development of children who have grown up in chaotic,

dysfunctional backgrounds and is willing to learn more about how to work with such children

Student Respect: Has the ability to command the respect of children who have behavioral difficulties

Student Conflict: Can work in a conflictual environment while maintaining personal emotional strength through security in the Lord

Student Discipleship: Has the capacity and desire to learn how to disciple children in the Lord

Classroom Management: Can assist in managing a multi-grade classroom setting and has a willingness to learn and grow in this area through training and mentorship

Personal characteristics: Possesses those personal characteristics which are necessary and beneficial to effectively work with vulnerable children and assist in managing a classroom environment

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 be able to operate a ministry vehicle to transport children without restrictions

General Qualifications: Meets the general qualifications for employment as outlined in the personnel policies