

LOGOS ACADEMY JOB DESCRIPTION

Created Date: 8/20/2014 J.H Revised Date: 2/17/2016 mjf

Title: Grammar School Teacher Assistant (Non-Exempt, 10-month, Full-Time, or Part-Time, Regular)

Reports To: Grammar School Lead

Minimum Requirements:

- Passionate commitment to helping Logos Academy be a vibrant learning community, committed to our 4C's: Christ-centered, culturally diverse, community-minded, and classically trained.
- Clear desire for ongoing development within a school committed to these values.
- Clear characteristics of a lifelong learner: humble, curious, contemplative, and joyful with strong reading habits and appreciation for the visual and performing arts.
- Effective interpersonal communication, organizational skills, independent project management, and ability to problem-solve in challenging situations with professionalism, enthusiasm, and flexibility.
- At least one year of experience within an intercultural workplace or ministry.
- At least three years of experience supporting students and staff within a classroom setting; teaching certificate or degree helpful but not required.
- Commitment to advancing the mission of Logos Academy through hard work, innovation, partnership with the Advancement Department, and in good stewardship of resources.
- Commitment to helping Logos in advancing the technology plan through personal growth and initiative.

Major Responsibilities:

1. **Support teachers in the implementation of grade-level lessons and assessments.**
 - a. Be punctual and helpful in the support of students at the direction of classroom teachers.
 - b. Implement specific lessons as needed for the classroom teacher, providing direct instruction to students at the direction of Lead and Principal.
 - c. Assist with lunchroom and recess oversight as needed.
2. **Maintain regular, professional, and Christ-like communications with colleagues, office staff, and school administrators.**
3. **Receive and implement all direction from Lead, and Principal with enthusiasm and humility.**