



## Job Description

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### **Position Title: Assistant Teacher- Resource Grades 7-12**

#### **Purpose of Position**

The resource teacher associate is responsible for fulfilling the mission of Des Moines Christian School by equipping minds through engaging, innovative instruction and nurturing hearts by mentoring young people as spiritual leader and role model. This position is designed to assist the Guidance Counselor provide targeted support to students in Grades 7-12 the study skills, time management, organization, and instruction in various content areas.

#### **Position:**

- Full-time, 7.5 hours per day
- School Year
- Hourly, At-will employee

**Reports To:** Junior High & High School Principal  
**Evaluated By:** Junior High & High School Principal  
**Direct Reports:** None

#### **Qualifications:**

- Experience in teaching preferred.
- High School diploma or equivalent.
- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.

#### **Professional Profile:**

- Committed to the mission of DMCS.
- Demonstrates technology skills appropriate for the grade level and subject areas.
- Characterized by integrity.
- Maintains confidentiality.
- Demonstrates strong organizational skills.
- Models Christ-like behavior in word and behavior both in and out of the classroom.
- Demonstrates consistent spiritual leadership.
- Demonstrates excellence in communication.

**Responsibilities:**

- Sets and achieves annual performance goals with Junior High & High School Guidance Counselor and JH/HS Principal.
- Provides spiritual leadership for students.
- Assists individually or in groups under the direction of the counselor to reinforce organizational skills, study skills, and content area concepts.
- Performs duties relating to supervision (e.g., hallways, classrooms, study halls, cafeteria, arrival and departure of students)
- Communicates effectively with students, parents, and teachers.
- Collaborate with teachers on accommodations and classroom concepts to advocate for students with learning needs.
- Progress monitor students and provide feedback for Guidance Counselor, students, and parents.
- Performs clerical tasks.
- Demonstrates ability to physically perform tasks involved with monitoring, supervising, and active instruction.
- Performs such other duties as assigned.

Date: \_\_\_\_\_

Signatures: \_\_\_\_\_

Resource Teacher Associate

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Junior High & High School Principal

Revision Date: 08/2016