

Midwest Christian School

CLASSROOM ASSOCIATE JOB DESCRIPTION

Position Overview

The associate supports the classroom teacher in providing a safe, nurturing, and Christ-centered learning environment. This position assists with instructional activities, classroom management, and supervision of students. *We strongly encourage obtaining substitute authorization, which is necessary to work as a substitute teacher in the absence of a classroom teacher.*

Position: Contract hours 7:30-3:30pm

Full-time, School year
Hourly; contracted employee

Reports to: Elementary Head of School

Evaluated by: Elementary Head of School

Responsibilities & Qualifications

- Support the lead teacher in implementing daily lessons and activities.
- Supervise students during classroom work, recess, lunch, and transitions.
- Prepare classroom materials and help maintain a clean and organized learning space.
- Encourage positive student behavior and spiritual growth.
- Assist with small-group instruction or individual student support.
- Participate in staff devotions, meetings, and professional development.
- Lead duties throughout the day such as: recess, lunch, drop off/ pick up
- High school diploma required; some college coursework or experience in education preferred.
- Demonstrated Christian faith and commitment to the school's mission.
- Ability to work collaboratively with teachers, staff, and parents.
- Patience, flexibility, and a genuine love for children.
- Full agree on statement of faith, mission
- Follow Matthew 18 principal when dealing with conflict with students, parents, staff and administration.
- Accepts MCS statement of faith, attends a Bible teaching church, and accepts the educational philosophy of MCS.