

Position: Teaching Aide (Academy at Biltmore Church)

Reports to: Curriculum Coordinator

Job Location: Biltmore Church - Arden Campus

Position Type: Part-Time (25 hours per week)

Start Date: Summer 2023

Position Description: Teaching Aides will assist the teaching and administrative staff in the day to day operations of the Academy at Biltmore Church. By providing additional classroom coverage and working one on one with students, Teaching Aides will ensure that each parent feels safe leaving their child in our care, each teacher feels resourced and each child gets to hear and see the Gospel woven into each part of their day.

Preferred Skills and Experience

- Minimum of 1-2 years of professional child care experience.
- High School Diploma or GED and significant college credit in early childhood education or related field.

Essential Qualities and Qualifications

- A personal and active relationship with Jesus Christ modeled by a commitment to supporting the vision, leadership and beliefs of Biltmore Church.
- A Christ-like testimony that is displayed inside and outside the workplace.
- An expressed passion and calling for serving Jesus in a Kingdom-minded, fast-paced, local church setting.
- Active involvement and membership in a local Bible teaching, Gospel centered church that aligns with the mission and values of Biltmore Church.
- Demonstrates initiative with an ability to work effectively apart from close supervision.
- Proficient in both written and verbal communication.
- Highly organized, team-player, fast learner, committed to excellence

Responsibilities

- Assist in the implementation of educational curriculum and encourage participation by the children.
- Provide classroom coverage based on Academy ratio requirements.
- Provide one-on-one care with children as needed to help each child reach academic success as well as help develop social and emotional skills.
- Actively engage in activities, manage cleanliness, maintenance and availability of classroom materials.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transition from home to child care center for each child and parent.
- Follow all policies and state regulations.
- Maintain a personal professional development plan to ensure continuous quality improvement.