

Position: Teaching Assistant (Academy at Biltmore Church)

Reports to: Curriculum Coordinator

Job Location: Biltmore Church - Arden Campus

Position Type: Full-Time

Start Date: Summer 2023

Position Description: The primary role of a Teaching Assistant is to help develop the whole child including social and emotional skills, gross motor skills, and cognitive skills. The Teaching Assistant will work with Classroom Teachers and Teaching Aides to ensure that each parent feels safe leaving their child in our care 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.
- Work with the classroom teacher and Curriculum Coordinator to develop individualized plans for children's developmental success.
- 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.
- Maintain frequent communication with parents through informal discussions and progress reports.
- 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.