



EC Learning Hub

Job Description

POSITION: EC Hub Teacher Assistant

REPORTS TO: EC Learning Hub Director

What is an EC Hub Teacher Assistant?

The Teacher Assistant is a key role within the Experience Church's Learning Hub program. Each Teacher Assistant is integral in creating a supportive and engaging learning environment for students.

Our Teacher Assistants are devoted to nurturing our Hub students' academic growth in a shared grade setting. Your role as a Teacher Assistant will involve familiarizing yourself with the lesson plans from the lead teachers and providing hands-on support in the room while participants engage in their schoolwork. Teacher Assistants are not the primary educators but are responsible for supporting the environment for participants to work on their school effectively and efficiently. They will assist in managing and keeping on track with the daily schedule for their classrooms as provided by the lead teachers and Learning Hub Director.

During the Hub activities, you will be responsible for assisting with the setup, teardown, and reset of your assigned room, creating a fun, positive, structured, and well-behaved environment for learning. In this role, you will work closely with the Learning Hub Director and lead teachers, contributing to a positive experience for all Hub participants. In addition, Teacher's Assistants will be involved in once a month community and field trip events.

If you have a knack for connecting with students and you're enthusiastic about fostering an enriching learning atmosphere, you might be the Teacher Assistant we are looking for.

Responsibilities (What you'll do)

Daily Responsibilities (4 days/week):

- Provide hands-on support to Hub participants, helping them engage in their schoolwork based on the lesson plans from the lead teachers
- Create a fun, positive, structured, and well-behaved environment for learning
- Assist in the setup, teardown, and reset of your assigned room
- Work closely with the Learning Hub Director and lead teachers to ensure a cohesive learning experience for all students
- Be inspiring, fun, and approachable for all students
- Reinforce the Learning Hub policies and structure to ensure a successful day is achieved
- Operate administratively and organizationally in regards to your assigned classrooms
- Excellent communication and relational skills, especially with children and their parents
- Great attention to detail and time-management skills
- Provide support and oversight to monthly community and field trip events

Qualifications (What you know)

- Experience working in a classroom environment or school setting.
- Exceptional communication (verbal and written), and interpersonal skills.
- Demonstrated ability to organize effectively, meet deadlines, and handle multiple concurrent tasks.

Characteristics (Who you are)

- **Supportive Team Member:** You provide crucial support to the lead teachers, ensuring the classroom runs smoothly.
- **Organized and Communicative:** Your organizational skills and clear communication ensure everyone is informed and aligned with the Hub's goals. Excellent communication and relational skills, especially with the teacher and Hub Director.
- **Positive and High Capacity:** With a positive attitude and the ability to handle multiple responsibilities, you create an encouraging atmosphere that motivates and engages students.
- **Creative and Resilient:** You adeptly navigate educational challenges with creative solutions and adapt to changes with resilience.
- **Proactive and Confident:** As a self-starter with confidence in your educational and administrative abilities, you inspire both students and colleagues.
- **Engaging and Fun:** You make learning enjoyable, integrating fun into educational activities to enhance engagement.
- **Spiritual Disciplines:** You model biblical servanthood and uphold godly values, integrating spiritual disciplines such as prayer, Bible study, and worship into your daily interactions and teaching.

- **Portable Classrooms:** Responsible for the setup, teardown, and reset of your assigned room.

Experience (What you'll bring)

- A desire to support an innovative educational program
- Passion for working with and inspiring students
- Ability to perform administrative and organizational tasks efficiently
- Excellent communication and relational skills, especially with children and their parents
- Experience in classroom management and supporting lesson plans
- Ability to create a positive and structured learning environment
- A team player with excellent communication skills
- Create a fun, positive, structured, and well-behaved environment for learning
- Enjoyable and passionate personality that helps create a fun learning experience
- Great attention to detail and time-management skills
- Proficiency in Google Drive Suite, Office 365, Zoom, Google Meet, Google Classroom