



Position Description Elementary Educational Assistant

Purpose: The Assistant is responsible for assisting the lead teacher in providing an effective learning environment that enables students to develop and achieve to their greatest potential.

Report To: Classroom Teacher

Terms of Employment: Position is based on 40 hours per week and will be paid through a third party called CES.

Qualifications:

1. Committed to Christian education and Rehoboth Christian School.
2. Experience in working with young children is desired.
3. Coursework Education or a related field preferred.
4. Able to relate well to and have a love for children.
5. Able to use positive discipline that is appropriate for students.
6. Able to develop rapport and work well with parents.
7. Skilled in carrying out plans and lessons designed by the classroom teacher.
8. Congenial; able to work well with other adults (a team player) and under the direction of the lead teacher
9. Demonstrates a positive posture in promoting and growing the early childhood program. Demonstrate excellent communication skills.
10. Ability to speak / understand Navajo is desired.

Responsibilities:

1. Under the direction of the lead teacher the Educational Assistant will prepare activities, provide instruction and supervise the students and maintain program standards.
2. Under the general supervision of the Teacher, the Educational Assistant performs duties such as preparing materials, assisting students on an individual basis and in small groups. The Assistant follows well defined guidelines, policies and written procedures; exercises patience, tolerance and objectivity when working with individuals or groups of children; uses judgment to determine children's needs and when to seek assistance from the teacher or other staff.
3. The assistant integrates sound values, teachings, and perspectives into all aspects of the program.

4. The Assistant meets periodically with the lead teacher and when appropriate with the whole Rehoboth Staff..
5. The Assistant communicates effectively with parents at appropriate times.
6. The Assistant supports public presentations by students which may happen after school or evenings at times
7. The Assistant is responsible for carrying out the policies and procedures of Rehoboth Christian School.
8. The Assistant participates in professional development opportunities as available, appropriate and required.
9. The Assistant focuses on responsibilities and does not use a cell phone for non professional purposes during working hours unless on a break.

September 2023



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

We are a small community but our staff often find that Rehoboth is a great place to explore a variety of their passions. Whether you are experienced or new, Rehoboth is committed to providing you with support as you get to know the culture of the school and the community. Our assistants are a vital part of providing an excellent Christian education for our students and we are thankful that you are considering this position.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School