



## Job Description: SUMMER SCHOOL TEACHERS ASSISTANT

<b>Position Title:</b>	CCS Summer School Teaching Assistant
<b>Hours:</b>	Summer School Hours, Monday-Friday, Part-time or Full-time
<b>Reports to:</b>	Director of Summer School and/or CCS Administration
<b>Minimum Req:</b>	College or high school student with work experience preferably with children and/or the educational field

### **ESSENTIAL FUNCTIONS:**

1. Represent the school in a favorable and professional manner to students, their families, and the general public. Represent Christ in all that you do and say.
2. Develop and maintain rapport with students, parents, and staff by treating others with respect, friendliness, and consideration.
3. Assist both morning core and afternoon enrichment teachers during instructional time.
4. Supervise students according to monitoring expectations in and out of the classroom to promote a safe, happy, and caring learning environment.
5. Attend and participate in scheduled training and weekly staff meetings.
6. Follow professional standards and expectations in terms of behavior and dress.
7. Assist and perform other job duties as assigned.

### **QUALIFICATIONS:**

1. Customer Service experience is preferred but not mandatory.
2. Adequate communication and organizational skills.
3. Comfortable with multi-tasking.
4. Able to receive directions and ask questions.
5. Demonstrates a willingness to learn and follow through
6. Ability to perform clerical tasks, and operate office equipment (copier, computer)
7. A self-starter, taking the initiative to get work done on your own.
8. Organized, efficient, detail-oriented, and able to meet deadlines.
9. Evangelical Christian commitment and lifestyle consistent with BACBC's Articles of Faith

To apply, find our Employment Application on our website,  
<https://www.coastlinechristian.org/employment>  
or contact Human Resources at [HROffice@bacbc.org](mailto:HROffice@bacbc.org)