



## **JOB DEFINITION FOR DALLAS WEEKDAY SCHOOL OF THE BIBLE ASSISTANTS**

### **I. GENERAL**

The assistant is contracted by Weekday Bible Inc. Assistants report to the director. The director will evaluate the assistant's performance each school year. The director's report regarding each assistant will be given to the executive team annually, at which time the recommendation whether the assistant should be continued in his/her teaching position will be discussed.

The assistant is defined as:

1. A Christian who holds to the Statement of Faith of the Dallas Weekday School of the Bible.
2. One who feels called of God to sharing His Word and example with children.
3. One who is spiritually mature with academic and leadership abilities that will allow him/her to impart God's truth in a faithful and responsible manner.

### **II. SPIRITUAL STANDARDS**

An Assistant's primary role in the school is to exemplify Christ by:

1. Portraying the mind of Christ.
2. Seeking fellowship with fellow believers.
3. Being faithful in prayer and the reading of God's Word.
4. Abstaining from sexual immorality or any conduct contrary to the lifestyle of the faithful in Christ as defined in scripture.
5. Encouraging students by example and word.
6. Membership in a church, represented by regular church attendance.
7. One who represents themselves with modesty and reflects semi professional attire.

### **III. JOB RESPONSIBILITIES**

An Assistant has the responsibility of assisting the teacher with anything needed in order to provide a successful and safe class time. Specific duties are as follows, but the assistant may also be asked to help in other ways at the teacher's request. (This position reports directly to the Elementary Director)

1. Pass out snacks or treats at the appropriate times.
2. Pass out materials for class time (worksheets, pencils, craft material, etc.)
3. Enforce class rules, supporting the teacher if and when a student does not adhere to rules.
4. Address rowdy or disruptive behavior while the teacher is teaching.
5. Walk students back to class if the teacher chooses to send them back.

6. Help with student needs during class so that the teacher can keep class going.
7. Pray with students; take prayer requests for teacher during prayer time.
8. Assist students with worksheets and other activities.
9. Assist teacher in grading worksheets, quizzes, and other assignments.
10. Help run games and other activities.
11. Assist in running the store during spending day, or facility activities while the teacher runs the store.
12. If needed, assist teacher in keeping a punctual class (picking students up and getting them back to class in a timely manner).
13. Answer phone during class so that the teacher can continue to teach.
14. Be knowledgeable of all class rules, schedules and times, as well as the school district policies.
15. Report any unusual behavior from students, or possible signs of abuse to the director.
16. Get approval for time off from the director.
17. Submit time off and substitute forms to the treasurer.
18. Attend all required meetings as an employee of Weekday Bible, unless previously arranged with the director.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_