



Position:	Swim Aide PK-5 th grade
Purpose:	To support and aide the Swim teacher and be a guiding and nurturing adult to children
Position Hours:	Part Time
Reports To:	Swim Specialist, Mauka Campus Principal
Supervises:	Students
Qualifications:	Minimum of a high school diploma and prior experience preferred Meet Hawaii State Department of Human Services state licensing requirements Maintain CPR and First Aid certifications
Evaluation:	Swim Aide performance will be evaluated in accordance with this job description.
Classification:	Hourly \$15-\$20/hour

Faculty Profile:

(1) Christ-Centeredness

- a. Models Christ-like character in all interactions with staff, parents, students and community
- b. Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words
- c. Participates regularly in a local Christian church and models ongoing growth and reflection in faith
- d. Shows evidence of being called by God to teach and serve
- e. Integrates moral and spiritual truth into every lesson
- f. Motivates students and families to accept God's gift of salvation and help them grow in their faith

(2) Educational Attitudes and Values

- a. Actively demonstrates to students their individual worth as children of God
- b. Effectively motivates students to participate by encouraging and supporting them
- c. Models enthusiastic, lifelong learning by being a self-motivated reader and thinker
- d. Teaches students the importance of godly attitudes and values and how they impact learning and growth

(3) Professionalism

- a. Is dependable, responsible and mature in practicing a professional code of ethics
- b. Uses biblical principles to discuss and resolve personal and professional differences
- c. Edifies and respects Trinity Christian School, its administration and its faculty
- d. Respects the God-given authority of the school board and the administration
- e. Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students
- f. Abides by and implements all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook
- g. Attends and participates in Parent Orientation, division faculty meetings, Commencement and any other activities or duties required by the administration
- h. Demonstrates confidence, flexibility and enthusiasm in and out of the classroom
- i. Exhibits professionalism in personal and classroom appearance as well as behavior
- j. Is well-spoken and articulate in oral and written language

- k. Is involved in student-related school activities whenever possible
- l. Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures
- m. Informs administration in a timely manner if unable to fulfill any duty assigned and provides adequate plans and materials for a substitute teacher
- n. Be punctual and reliable

(4) Professional Development

- a. Shows interest in and commitment to teaching as a profession through participating in ongoing professional development
- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- c. Seeks to grow in the knowledge of the subjects and their integration
- d. Shows a commitment to growth in knowledge of classical Christian content and pedagogy

(5) Classroom Management

- a. Shepherds the heart of the child in matters of discipline and teaches biblical resolution of conflict
- b. Shapes behavior using a continuum of both positive and negative consequences including the administration, when necessary
- c. Continually monitors student behavior to correct errors and target individualized instruction
- d. Clearly, consistently and positively communicates and upholds high expectations
- e. Establishes and uses effective classroom management skills, routines and procedures appropriate to developmental level to create a warm, orderly and positive classroom and outdoor climate

(6) Instruction and Assessment

- a. Instruction
 - 1. Addresses the physical, social, emotional, and cognitive growth of students
- b. Assessment
 - 1. Identifies student personal and spiritual strengths and needs
 - 2. Provides positive, constructive, prompt and regular feedback to administration and classroom teacher regarding students' social and behavioral progress

Specific Job Requirements:

- 1. Have full knowledge of and compliance with the policies of the TCS Staff Handbook and the TCS Parent Handbook as indicated by a signature prior to the beginning of the school year.
- 2. Supervise students as directed by the lead teacher and/or specialist teacher.
- 3. Greet parents and children with kindness and joy.
- 4. Assist teachers and specialists as needed.
- 5. As required: assist children with toileting and changing in and out of swim clothes, prepare for activities.
- 6. Assist swim teacher, assuring that all students are carefully monitored and kept safe.
- 7. Attend meetings as required.
- 8. Log pool chemicals daily and communicate with pool maintenance when levels are off.
- 9. Uncover and skim pool
- 10. Follow daily deck cleaning schedule
- 11. Prepare classroom equipment as directed by lead teacher.