



<b>Position:</b>	Swim Aide PK-5 <sup>th</sup> grade
<b>Purpose:</b>	To support and aide the Swim teacher and be a guiding and nurturing adult to children
<b>Position Hours:</b>	Part Time
<b>Reports To:</b>	Swim Specialist, Mauka Campus Principal
<b>Supervises:</b>	Students
<b>Qualifications:</b>	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
<b>Evaluation:</b>	Swim Aide performance will be evaluated in accordance with this job description.
<b>Classification:</b>	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.