

**Position Description**

Title: Classroom Assistant, Elementary	Position Created: March 2024
Department: The Woodlands Methodist School	Reports to: Director of Elementary School

TWMS's mission is to provide a joyful, Christian education through which children develop a lifelong love of learning, pursue excellence, and positively impact the world. Our Guiding Principles are at the core of all we do. The implementation of spiritual growth, the learning environment, accountability, excellence in academic expectations, family partnerships and compassion are identifiers of our world-class Christian education offered at The Woodlands Methodist School.

**SCOPE:**

The Woodlands Methodist School (TWMS), an outreach of The Woodlands Methodist Church (TWMC), is currently seeking candidates for a Classroom Assistant position in a self-contained Elementary School classroom for the 2024-2025 school year. This position is responsible for supporting the lead classroom teacher.

There are two schedules available: either Monday-Wednesday-Friday (8:00 a.m. - 3:45 p.m.) or Tuesday-Thursday (8:00 a.m. – 3:45 p.m.). There is flexibility to work additional hours if desired up to a total of 29 hours per week.

**EDUCATION AND EXPERIENCE:**

- Each Classroom Assistant should have a minimum of two years of college credit, along with a High School diploma or equivalent
- Three years of experience working with children is preferred
- Applicants must have good academic skills, and an interest in learning about working with children
- Willingness to work under the supervision of a professional teacher
- Staff at TWMS must be committed Christians comfortable with sharing their faith with children and families
- Meet all certification requirements, which include fingerprinting and an extensive background check

**JOB DUTIES:**

- The Classroom Assistant is responsible for supporting the classroom teacher with monitoring and instructing the children, preparing materials, maintaining the room, and upholding the Guiding Principles of the school
- Assist the classroom teacher with assigned tasks, following daily plans that support TWMS Guiding Principles and school policy
- Care for rooms, equipment and shared space, including cleaning the room each day
- Meet school requirements for in-service training and professional growth in a timely manner
- Assist with car line and other assigned school-wide duties
- Attend annual school wide events

- Cooperate with others who share the classroom, including school staff and other TWMC ministries

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must be able to lift and/or move items over 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**CLASSIFICATION:**

Part time/non-exempt; not to exceed 29 hours/week

Wage: \$13/hour

**APPLICATION:**

All interested applicants should submit a resume to [employment@twmc.org](mailto:employment@twmc.org). Additional information about the position can be found on the website [The Woodlands Methodist School – The Woodlands Methodist School \(twmschool.org\)](http://The Woodlands Methodist School – The Woodlands Methodist School (twmschool.org))