



*Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.*

## **Lake Mead Christian Ministries (LMCM) Minister- Middle School Instructional Aide**

**Job Type: Full Time**

**Department: Middle School (Academy)**

**Reports to: Director of Middle School**

**Job Summary:** An instructional aide, under the direction of the Director of Middle School, supports the primary teachers in reinforcing instruction to individuals or small groups of students. The aide will monitor and report student behavior at any time and monitor the lunch areas both inside and outside. This position will assist in instruction, emotional support, and spiritual guidance to all students while keeping an open line of communication to teachers, counselors, and parents. Aides perform a variety of clerical duties in support of the academic program and perform other related duties as required.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and live life as His disciple
- Support LMCM Mission by making disciples of Jesus Christ through community involvement
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others
- Believe the Bible to be the inspired, authoritative and inerrant Word of God
- Agree with and actively support the LMCM Statement of Faith
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home
- Attend and actively participate in an evangelical local church

### **Essential Job Functions:**

- Support and maintain classroom policies
- Assist teachers with assigned instructional activities
- Assist with instruction and related activities in classrooms including substitutions when needed
- Provide support to the teacher and staff by setting and cleaning up lunch areas, monitoring student behavior, and providing correction if necessary
- Communicate effectively with deans and teachers regarding student behavior
- Tutor individuals or small groups of students, reinforcing instruction as directed by the teacher
- Assist students by providing proper examples, emotional support, a friendly attitude, and general guidance
- Manage the students and keep them focused
- Support the vision and mission of the school while holding the students accountable for behavior and conduct
- Available and willing to take opportunities to minister to students on a constant basis
- Direct group activities of students assigned; assist in monitoring students as directed
- Confer, as needed, with teachers concerning programs and materials to meet student needs

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- Consult with teachers, education support team, and supporting agencies concerning the needs and abilities of students
- Participate in meetings and in-service training programs as assigned
- Grade papers and homework, record grades for the teachers as needed
- Other duties as supervisor deem necessary

**Qualifications:**

- Great scheduling ability
- Great organizational skills
- Great communication and listening skills
- Interpersonal skills, patience, and courtesy
- Ability to communicate issues effectively to parents
- Have a clear understanding of diversity, empathy, good communication, and knowing when to act
- Oral and written communication skills
- Basic knowledge of specific subject matter (ie: math, spelling, phonics, etc)
- AA Degree or higher preferred
- Experience preferred
- Computer skills (word processing skills, Google suite, electronic presentation skills, internet navigation skills, email management, etc.)

**Compensation:** \$14-\$16 an hour (Hourly through EANS Grant and UTS)

**Benefits:**

- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions  
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%