

Crown Point Christian School

Teacher Aide Application Form



Date

Personal Information				
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Name	Home Phone	Cell Phone		
Address	Email			
City	State	Zip		

Education				
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School or Institution Name & Address	Years Attended	Degree (Hour and course of study)	Major	Minor

Professional Experience				
Please include all work experience during the past five years and attach a resume which lists your roles and responsibilities.				

Employer Name and Address	Supervisor Name	Job Title	Dates Employed	Reason for leaving

List any experiences that may be helpful for serving as a teacher aide.

References			
Name	Address	City, State, Zip	
Phone	Email	Known how long?	In what capacity?
Name	Address	City, State, Zip	
Phone	Email	Known how long?	In what capacity?
Name	Address	City, State, Zip	
Phone	Email	Known how long?	In what capacity?
Name	Address	City, State, Zip	
Phone	Email	Known how long?	In what capacity?
General			
General state of health		Days absent due to illness in last year	
Are there any physical limitations or health matters that might limit your work effectiveness and/or your work ability?			
Is your life free from immoral behavior, the use of illegal drugs, and the misuse of legal drugs and alcohol?			
Are you an active member of a church?		Church Name	
Crown Point Christian School Board Policy requires performing a felony background check. Do you give permission for this check?			
Yes _____		No _____	

Applications and resumes can be

emailed to: recruiting@crownpoinchristian.org

mailed to: Crown Point Christian School
10550 Park Place
St. John, IN 46373

I certify that the information provided in this application is accurate and true.

Applicant's signature

Date

Instructional Aide Responsibilities/Guidelines

- 1. Respects the confidentiality of all student and family information.**
2. Coordinates instructional efforts by discussing assigned instructional responsibilities with the classroom teacher.
3. Assists the teacher in the presentation of lessons.
4. Administers examinations in accordance with teacher guidance.
5. Assists students, individually or in groups, with lesson assignments in order to reinforce learning concepts.
6. Observes and supervises students during classroom activities.
7. Assists with student supervision while outside the classroom during transitional and non-transitional time.
8. Helps students utilize equipment and instructional materials available in the classroom.
9. Participates in service training programs as appropriate.
10. Assists the teacher in implementing strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities.
11. Distributes and collects workbooks, papers, and other instructional materials.
12. Supervises students before and after school and at recess.
13. Guides independent study, enrichment work, and remedial work assigned by the teacher.
14. Assists with such large groups activities as drill work and story telling.
15. Reads to students, listens to students read, and participates in other forms of oral communication.
16. Assists students in the library/media center and computer lab.
17. Alerts the teacher to any problems or special information about individual students.
18. Serves as a chief source of information and assistance to substitute teachers assigned in the absence of the regular teacher.
19. Performs all other duties as assigned by the classroom teacher and/or the educational administrator.