



Immanuel Lutheran School and ECC

382 N. Grimes Street, Giddings, Texas | ilgtx.com

School: 979 542 3319 | school@ilgtx.com

ECC: 979 542 4244 | ecc@ilgtx.com

Job Title: Teacher's Aide

Reports To: Classroom Teacher or Principal

School Type: Parochial (Grades Pre K-8)

Employment Status: Part-Time (30 hours per week)

Job Summary:

The Teacher's Aide at Immanuel Lutheran School serves as a supportive member of the instructional team, assisting the classroom teacher in maintaining a Christ-centered, structured, and engaging learning environment. The aide supports both academic and classroom operations, prepares materials, supervises students, and is capable of maintaining instructional momentum when the teacher steps out. While not responsible for lesson planning, the aide contributes significantly to lesson preparation and classroom management.

Responsibilities:

Classroom Support and Instructional Assistance

- Reinforce instructional activities under the guidance of the teacher.
- Work with individual students or small groups to reinforce learning.
- Help maintain a positive and orderly classroom environment rooted in Christian values.
- Monitor students during independent work, transitions, or teacher absences to sustain classroom routines and lesson momentum.
- Assist with grading, filing, and managing student work as directed.

Lesson Preparation and Organization

- Prepare instructional materials, resources, manipulatives, and supplies.
- Set up and clean up learning stations, bulletin boards, and classroom displays.
- Help maintain classroom inventory, storage, and organization of materials.

Student Supervision and Engagement

- Supervise students during classroom transitions, lunch, recess, and chapel.
- Address minor behavioral concerns and report major incidents to the teacher.
- Provide emotional support and encouragement to students in alignment with the school's faith-based values.

Communication and Teamwork

- Maintain professional and respectful communication with students, staff, and parents.
- Collaborate with the classroom teacher and faculty as a unified team in supporting student growth.
- Participate in staff meetings, in-service days, chapel services, and school events as requested.



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Qualifications:

Education and Certifications

- High School diploma

Required Skills

- Strong communication, organizational, and interpersonal skills.
- Demonstrated commitment to Christian education and the mission of Immanuel Lutheran School.
- Ability to follow directions, take initiative, and maintain confidentiality.

Preferred Skills

- Experience working with children in an educational or ministry setting.
- Knowledge of child development and classroom procedures.
- Associate's or Bachelor's degree in Education or a related field.
- Familiarity with Lutheran Church—Missouri Synod doctrine.
- CPR/First Aid certification.

Work Environment

- The aide will work in a classroom setting under the supervision of a teacher and the principal.
- Regular interaction with children, faculty, and parents is expected.
- Participation in school events, chapel, and classroom activities may be required during and beyond school hours.

This position plays a key role in ensuring the smooth operation of the classroom, supporting the holistic development of students, and helping foster a loving, Christ-centered environment for learning.