



# WESTMINSTER ACADEMY

## **Grammar School Teacher's Aide Job Description**

### **The Position:**

Westminster Academy, in Memphis, TN, a classical Christian school of 465 students, seeks a full-time and part-time Grammar School teacher's aide, beginning fall of 2026. Teachers and aides together create a safe, joyful, and inviting academic environment for their students. They act as Christian mentors and model godliness to the best of their ability. Aides are responsible to proactively assist and respond to their teachers and demonstrate joyful service to students. Aides are to immerse themselves in the curriculum and assist the teachers in grading, assessing, and coaching students, as requested. Westminster Academy is committed to teaching all truth as God's truth through the lens of Scripture and a Christian worldview.

All employees of Westminster Academy must strive to "love the Lord in front of our students" and make the Christian faith observable in all aspects of the school day and community. The grammar school teacher's aide is a minister of the Gospel in all facets of life at Westminster Academy. He/she is a role model for students and faculty and his/her walk with the Lord should be evident. The Christian mission, vision, and statement of faith of the school must guide the aide as he/she interacts with parents, students, faculty, and all those within and outside the Westminster Academy faith community.

### **Reports to:**

- Grade Teacher
- Head of Grammar School

### **Works closely with:**

- Assistant to the Head of Grammar School
- Grade Teachers
- Other Aides
- Reading Specialist
- PSALM Teachers (PSALM = PE; Science; Art; Library; Music)

### **Specific Responsibilities:**

1. Conduct tasks at the request of the grade-level teacher, using excellent time management:
  - a. Make copies/filing.
  - b. Grade according to the teacher's instructions using a key.
  - c. Change bulletin boards.
  - d. Organize materials in the classroom for teaching and projects.
  - e. Assist teacher in enforcing dress code.
  - f. Preparing white communication envelopes for each grammar school student on Tuesdays.
2. Learn and implement the teacher's and school's expectations for student behavior as you manage students:

- a. in transition to and from locations;
  - b. when leading small group or individual instruction;
  - c. in the classroom as the substitute; and
  - d. serving in various duties as assigned.
3. Be available to help in other areas as needed (administration may temporarily reassign an aide when subs are needed).

**Additional Notes:**

*Communication*

- Any issues with students or classroom procedures should be discussed with the teacher.
- Refer parents to teachers regarding communication about their student (or any other student), classroom incidents or policies.
- When requested by the teacher, provide advice and recommendations.
- Make every effort to work through any concerns or issues with the teacher first and before reporting to the head of grammar school. The head of grammar school may act as a liaison if conflict cannot be resolved.

*Discipline*

- It is the teacher's responsibility to discipline students in his/her class. Aides are not responsible for disciplining students unless they are in charge as a substitute or in lunch/recess duty. Even then, the grade teacher should always be notified and/or consulted. Consequences for misbehavior should be determined by the classroom teacher.