

## General Description

### ***Mission and Vision:***

Mount Horeb Christian School (MHCS) is seeking a candidate for a service-oriented position, providing day-to-day support to our teachers and school functions. The position involves contact with students, school personnel, parents, and church personnel who require service from the school.

### ***Evaluation:***

Performance will be evaluated in accordance with provisions of the Mount Horeb Christian School Personnel Committee's policy on evaluation of professional personnel and this job description.

## Spiritual Expectations

***Our Teacher Assistant/Aide shall*** be a mature, sincere Christ follower. We seek confirmation from our candidate that they:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Are in agreement with the Mount Horeb Christian School's Statement of Faith.

## Qualifications

***Our Teacher Assistant/Aide shall*** meet the minimum qualifications for the job:

- Shows evidence of Christian maturity.
- Strong grasp of the essence of Christian education.
- Meets the State requirements and qualifications for assistant teachers (*may need to take classes to meet this requirement*).
- Meets ACSI requirements for assistant teachers (*may need to take classes to meet this requirement*).
- Holds a high school diploma or equivalent.

## Responsibilities

***Our Teacher Assistant/Aide shall*** assist our faculty and support day-to-day school functions by:

- Assist with set-up and clean-up of the assigned learning environment.
- Assist the teacher with planning and implementing the daily program under the direction of the lead teacher.
- Supervise the room when the teacher is not present.
- Assist with general housekeeping, as assigned by the teacher.

- Assist the teacher in any other appropriate way. Including, but not limited to Leading art projects, teaching Bible time, leading in singing, laminating, photocopying, preparing bulletin boards, or preparing art projects.
- Assist in supervising the classroom and playground: Responsible for discipline in the classroom/playground in accordance with the school's discipline procedures under the direction of the teacher and/or administrators.
- Supervise students in the lunch room during lunch periods; may be assigned lunch duty.
- Maintain professional attitudes while interacting with students, school personnel, parents, and church personnel.
- Treat all children with dignity and respect.
- Attend all staff meetings and scheduled in-services, as deemed necessary by the principal or administrators.
- Participate in professional organizations, conferences, and workshops that work toward improving childhood education.
- Other duties as assigned.

# Philosophy of Education

MHCS seeks to partner with parents in the education of children. MHCS is committed to excellence in all things, including providing a learning environment in which God's Word and His truths are integral. MHCS encourages and facilitates each student's spiritual, intellectual, physical, and social development for the child's sake, the glory of God, and the furthering of His kingdom.

## MHCS Statement of Faith

Mount Horeb Christian School believes the following

### The Bible:

#### God's Love Letter

The Bible is God's Word to all people. It was written by human authors under the supernatural guidance of the Holy Spirit. Because it was inspired by God, the Bible – as originally inscribed - is truth without any mixture of error and is completely relevant to our daily lives.

[Deuteronomy 4:1-2](#); [Psalms 119:11, 89, 105](#); [Isaiah 40:8](#); [Matthew 22:29](#); [John 5:39](#); [16:13-15](#); [17:17](#); [Romans 15:4](#); [2 Timothy 3:15-17](#); [Hebrews 1:1-2](#); [4:12](#); [1 Peter 1:25](#); [2 Peter 3:16](#)

### One God:

#### The One and Only

God is the Creator of the Universe, the giver of life and all that is good. God reveals himself (generally) to humanity through creation, through history, at times even directly. God reveals himself (specifically) through His Scripture, through Jesus Christ, and through His Spirit engaging with our spirit.

[Deuteronomy 6:4](#); [Isaiah 61:1](#); [Matthew 28:19](#); [Mark 1:9-11](#); [Luke 1:35](#); [John 5:21-23](#); [14:10](#), [16](#); [Romans 8:9-11](#); [1 Corinthians 8:6](#); [2 Corinthians 13:14](#); [Hebrews 1:8-10](#); [James 2:19](#)

### God Relates to us as Father

#### God is great, God is good

God is great: He is all powerful, all knowing, ever present, unchanging, completely worthy of our trust, and above all, holy. It is in Him that we live, move and exist. God is good: He is our Father. He is loving, just, compassionate, and faithful to His people and His promises.

[Exodus 3:14](#); [Numbers 23:19](#); [Leviticus 11:44-45](#); [19:2](#); [Psalm 11:4-6](#); [Malachi 3:6](#); [John 3:16](#); [4:24](#); [5:26](#); [14:1](#); [Acts 17:28](#); [Romans 3:3-4](#)

### God relates to us as Savior

#### God takes on flesh

Jesus is the radiance of God's glory and the exact representation of His nature. He is the promised Messiah/Savior who lived a perfect life, died for the sins of the world, and rose from the dead. He defeated sin and death and provides eternal life for all who will receive Him.

[Isaiah 7:14](#); [53](#); [Matthew 1:18-23](#); [3:17](#); [8:29](#); [14:33](#); [16:16](#); [28:5-6](#); [Luke 22:70](#); [24:46-47](#); [John 1:1](#), [14](#); [3:16](#); [10:30](#); [11:25-27](#); [17:1-5](#); [Acts 1:9](#); [2:22-24](#); [7:55-56](#); [Romans 1:3-4](#); [3:23-26](#); [8:1-3](#); [10:4](#); [1 Corinthians 8:6](#); [2 Corinthians 5:19-21](#); [Gal 4:4-5](#); [Philippians 2:5-11](#); [Colossians 1:15](#); [2:9](#); [1 Timothy 2:5-6](#); [3:16](#); [Hebrews 1:3](#)

## God relates to us as Holy Spirit

### God is always present

His presence assures us of our relationship with Christ. He guides believers into all truth and exalts Christ. He convicts people of their sin, God's righteousness, and the coming judgment. He comforts us, encourages us, gives us spiritual gifts, and makes us more like Christ.

[Genesis 1:2](#); [Psalms 51:11](#); [139:7 ff.](#); [Isaiah 61:1-3](#); [Joel 2:28-32](#); [Mark 1:10](#); [Luke 1:35](#); [4:1](#); [11:13](#); [12:12](#); [John 15:26](#); [16:7-14](#); [Acts 1:8](#); [2:1-4](#); [13:2](#); [Romans 8:9-11](#), [14-16](#), [26-27](#); [1 Corinthians 3:16](#); [Ephesians 1:13-14](#); [2 Peter 1:21](#); [Revelation 22:17](#)

### Eternity:

#### Forever

All people will be judged. Each person will either be eternally separated from God by sin or united with God through forgiveness and salvation. Those of persevering faith are promised a place in Heaven with God and His people. Those who have rejected God's grace and mercies will perish.

[John 3:16](#), [36](#); [Romans 6:23](#); [1 John 2:25](#); [5:11-13](#); [Revelation 20:15](#)

### Humankind:

#### God's image bearers

Humans were made in the image of God. People were created to have fellowship with God but became separated in that relationship through sinful disobedience. As a result, people cannot attain a right relationship with God through their own effort, but God has provided a way of redemption (See Salvation). Every human is uniquely created, possesses dignity, and is worthy of respect and Christian love.

[Genesis 1:26-30](#); [2:7](#), [18-22](#); [3](#); [Psalms 8:3-6](#); [32:1-5](#); [51:5](#); [Isaiah 6:5](#); [Jeremiah 17:5](#); [Acts 17:26-31](#); [Romans 1:19-32](#); [3:10-18](#), [23](#); [5:6](#); [6:6](#); [7:14-25](#); [1 Corinthians 1:21-31](#); [15:19](#), [21-22](#); [Ephesians 2](#); [Colossians 1:21-22](#); [3:9-11](#)

### Salvation:

#### God's redemptive plan

The death and resurrection of Jesus Christ provides the way of salvation. As promised throughout the Jewish Scriptures and foreshadowed throughout history, God came into our world – in the person of Jesus – to provide forgiveness of sin and eternal life to any and all who would receive Him. Salvation occurs when people acknowledge their sin and place their faith in Jesus as their Savior. Salvation cannot be earned through personal effort and goodness; rather salvation is a gift from God given to those who will trust in Him.

[Isaiah 1:18](#); [53:5-6](#); [55:7](#); [Matthew 1:21](#); [27:22-66](#), [28:1-6](#); [Luke 1:68-69](#); [2:28-32](#); [John 1:12](#); [3:16](#), [36](#); [5:24](#); [Acts 2:21](#); [4:12](#); [16:30-31](#); [Romans 1:16-18](#); [3:23-25](#); [5:8-10](#); [6](#); [1 Corinthians 1:18](#); [2 Corinthians 5:17-20](#); [Galatians 2:20](#); [3:13](#); [Ephesians 2:8-10](#); [Philippians 2:12-13](#); [Hebrews 9:24-28](#); [Revelation 3:20](#)

### The Church:

#### God's design for community

The Church (worldwide) represents the family of God, everyone who trusts in Jesus as Lord and Savior. The Church (local) is a community of believers seeking to grow in the grace and knowledge of Jesus and striving to share the Gospel and make disciples. The Church works together in love and unity, intent on the ultimate purpose of glorifying Christ.

[Matthew 16:18-19](#); [18:15-20](#); [Acts 2:41-47](#); [5:11-14](#); [13:1-3](#); [14:23](#); [16:5](#); [20:28](#); [1 Corinthians 7:17](#); [9:13-14](#); [12](#); [Ephesians 1:22-23](#); [2:19-22](#); [3:10-12](#); [5:22-32](#); [Colossians 1:18](#); [3:15](#); [1 Timothy 4:14](#); [1 Peter 5:1-4](#); [2 Peter 3:18](#); [Revelation 21:2-3](#)

*"The beliefs mentioned above represent the core doctrinal positions held by Mount Horeb Christian School. All subsequent doctrinal stances stem from – and are to be understood in light of these core beliefs. The Board of Directors possess sole discretion for determining the doctrinal and theological positions, textual interpretations, and lifestyle applications that stem from said 'beliefs' for Mount Horeb Christian School."*