



Graduate Assistant (SNU Lab School)

Part-Time / Salary / Exempt

REPORTS TO

SNU LAB SCHOOL DIRECTOR DEPARTMENT

SNU LAB SCHOOL

EFFECTIVE DATE

AUGUST 2021

JOB SUMMARY

The job of an SNU Lab School Classroom Teacher was established for the purpose/s of providing support to the instructional program within a multi-grade classroom with specific responsibility for teaching in a team, working one-on-one with students, and teaching small groups of students, along with multiple grades in a large group setting. The person selected for this position will be responsible for planning lessons in accordance with the state standards and teaching those plans in creative ways. This person will be responsible for the general supervision and management of the children. They must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy.

RESPONSIBILITIES

Essential Functions:

- Promote a positive school environment and culture.
- Maintain professional attitudes and loyalty to the school in dispensing the daily duties and responsibilities and in all communications.
- Serve the school community and consistently act in the best interest of the students.
- Assist in planning and preparing the learning environment and preparing needed materials and supplies.
- Treat all children with dignity and respect.
- Maintain confidentiality about children, their families, and other employees outside the school.
- Participate in additional duties such as lunchroom supervision, and outside playground activities.
- Adapt classroom activities, assignments and/or materials (e.g. art projects, reading groups, math groups, language skills, etc.) for the purpose of supporting and reinforcing classroom goals and objectives.
- Administer classroom assignments for the purpose of supporting teachers in the instructional process.



- Teach students individually, in small groups and large groups, with lesson assignments for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade-level standards.
- Communicate with other members of the teaching team for the purpose of assisting in evaluating progress and/or implementing classroom objectives.
- Monitor individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Report observations and incidents relating to specific students (e.g. accidents, fights, appropriate and/or inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Attend and participate in a weekly planning meeting after school.
- Attend monthly faculty meetings and all professional days.
- Participate in parent conferences, along with calling, emailing, etc. parents
- Ability to work under pressure and meet deadlines
- Ability to maintain positive interpersonal relationships
- Ability to work independently
- Ability to operate office equipment
- Ability to provide quality customer service
- Additional duties as assigned

Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ-centered community.
- An understanding of the importance of diversity, inclusion, and equity
- High school graduate
- Minimum of two years of related work experience and/or relevant training
- Possess strong verbal and written communication skills
- Ability to prioritize multiple demands in a fast-paced work environment
- Typing and spelling competency
- Experience with various computer software applications
- Data entry experience

Preferred Qualifications:

- Commit to full-time student status in the MAEL program for two years.
- Provide an average of 20 hours of instruction per week.
- Provide an average of 20 hours of scholarship-related services per week.



- Perform two assigned additional duties. (i.e Carpool, Recess Duty, etc.)
- Assist and serve under the guidance of a division chair.
- Be available to assist the SNU School of Education as time permits.
- Conform to the teaching standards set forth by Southern Nazarene University.
- Demonstrate ability to work successfully with children and adults
- Good physical health and ability to perform assigned duties
- Required criminal history background check and proof of US citizenship or legal status
- Have a personal relationship with Jesus Christ

Supervision Received:

Receives supervision and work assignments from a designated supervisor, although other staff members in the unit may provide collaborative work direction.

Supervision Exercised:

May be responsible for the coordination of work assignments for student employees.

Apply Online for this position at <https://snu.edu/employment/>

BENEFITS

Generous benefit structure including family health insurance plan (shared cost), long-term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

Updated: August 17, 2020

SOUTHERN NAZARENE UNIVERSITY DIVERSITY STATEMENT

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects the representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

SOUTHERN NAZARENE UNIVERSITY NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs,



activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:

Students contact:

Dean of Students
Southern Nazarene University
Office of Student Life 6612
NW 42nd St.
Webster Commons, Lower Level Suite 110A
Bethany, OK 73008
405-491-6336/ Email: kbradley@snu.edu

Employees contact:

Director of Human Resources (or immediate supervisor)
Southern Nazarene University
6729 NW Expressway
Bresee Hall, Room 306
Bethany, OK 73008
405-491-6333/ Email: gcollier@snu.edu

Chief Diversity Officer

Vice-President for Intercultural Learning and Engagement
Southern Nazarene University
6729 NW 39th Expressway
Bresee Suite 200
Bethany, OK 73008
405-491-6600/ Email: lcrouso@mail.snu.edu

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

Executive Vice President

Southern Nazarene University
6729 NW Expressway
Bresee Suite 202
Bethany, OK 73008
[405-491-6306](tel:405-491-6306)/ Email: mredwine@snu.edu

TITLE IX DISCLOSURE

Regardless of other languages in this policy notwithstanding, Sexual Harassment (including



Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.

Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category. Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

- Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.



*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).