

## Assistant with Biltmore Homeschool Ministry

### Job Description:

Assistants are hired to help with all Kindergarten/1<sup>st</sup> grade classes. There are typically 12 students per class. While an assistant is not required for any lesson planning, they are needed to assist the teacher with anything that is needed. This includes, but is not limited to: bathroom runs, classroom management, hands-on work with the students, assisting with art projects, cutting, coloring, reading or listening to students read.

### Pay:

Our assistants are hired by Biltmore Church and paid through them as well. The pay is \$15 per hour which calculates to \$60 per week and employees get paid automatically, every two weeks when church does payroll.

### Duration:

K-1 classes run for 24 weeks, with the fall semester ending at Thanksgiving and elementary students not returning until January.

### Steps Needed:

1. Completion of an application, which includes 3 references. You can complete the application and drop it back by the church at your convenience or you can scan and email it directly to us at [homeschool@biltmorechurch.com](mailto:homeschool@biltmorechurch.com)
2. After references are called by the ministry team, the application is submitted to the church, and they will contact you in regard to obtaining the information needed to run a background check.
3. Once the background check clears, the church will contact you again, but this time regarding the tax documents so they can enroll you in the ADP payment system.

### Benefits aside from Payment:

1. You receive early class enrollment for your children, immediately following the team & teachers.
2. No additional service requirements are needed.

We absolutely love our assistants and rely heavily on your help in the classroom. Please be sure that your schedule allows you to be here, of course, aside from sickness or unseen events, as it is hard for a K-1 teacher to run a class alone and not everyone enjoys jumping in with this age level! 😊 If you foresee too many things that may stop you from serving, we ask that you offer to serve in one of our volunteer positions instead!

Thank you so much for your interest in serving in our ministry!

Kim Mathieu  
Director – Biltmore Church Homeschool ministry

