



Part Time Elementary Aide

Job Type: Hourly - 1 days per week

Supervisor: Dean of Academics

Role Summary: The Elementary Aide with a strong commitment to providing a private school education with a Biblical worldview, is responsible for supervising students, developing lesson plans, preparing lesson materials, and maintaining classroom tidiness. They enrich each student's experience in class and help effectively teach age-appropriate curriculum. They collaborate with the teacher and oversee students so that they get more hands-on attention and personalized help with assignments. They strive to form interpersonal relationships with each student to help them feel more motivated about classroom achievement. They are intentional about showing Christ and His love through their teaching and care of the students.

****Please note this position is a 1 day/week role. May be combined with other part time opportunities.****

Duties and Responsibilities

- Work with the teacher to monitor the class schedule
- Assist the teacher with lesson preparation by getting materials ready and setting up equipment
- Ensure the classroom environment is safe and clean
- Oversee students during non-classroom times including specials, during lunch, and at recess
- Collaborate with the teachers to recognize issues students are facing and recommend solutions
- Attend faculty meetings and professional development opportunities
- Organize the classroom and teaching materials, monitor the classroom during lessons, and minimize distractions and disruptions
- Help the teacher and students with extracurricular activities and school functions
- Perform clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests and homework
- Replace teacher as substitute when the teacher is absent
- Other duties as assigned by the Dean of Academics

Qualifications:

- Review and affirm, without reservation to the Core Statements adopted by CCA include the CCA Mission, Vision, Core Values, Community Life Statement, Statement of Faith, Philosophy of Christian Education, School-wide Learning Outcomes, and Instructional Values.
- High school diploma or equivalent qualification, Bachelor's degree in education or related field is preferred
- A minimum of 2 years experience as a teaching assistant or similar role