



**Job Title:** Classroom Instructional Aide

**Reports to:** Elementary Principal

**Work Schedule:** Part-time, 2-3 days per week; on-campus, as determined by the Elementary Principal to meet the needs of the school.

The following are exceptions to the above work schedule. There will be no scheduled work during the following times:

- a. Thanksgiving Break
- b. Christmas Break
- c. Presidents Break
- d. Easter Break

In addition to the dates above, employee will not have any scheduled work during the summer break unless mutually agreed upon in writing by the employee and Head of School.

**Pay Range:** \$25.00 - \$27.00/hour

**Position Summary:**

Assist the classroom teacher to deliver academic and logistical support in fostering students' hearts and minds to love, serve, and impact the world for Christ.

**Key Responsibilities:**

- It is expected that Instructional Aides will spend approximately 70% of their time providing academic and instructional support in the student learning process, and 30% of their time on logistical/clerical support. Aides will discuss and carry out assigned aide duties with the classroom teacher(s) to coordinate instructional efforts, including but not limited to the following:
  - Provide instructional support for students during independent work time, as well as checking for understanding during direct instruction.
  - Prepare materials for lessons, bulletin board displays, exhibits, equipment, and demonstrations.
  - Distribute teaching and testing materials.
  - Supervise students in classrooms, halls, eating areas, school yards, and field trips.
  - Grade and record homework and tests.
  - Assist with all aspects of a digital classroom.
  - Aid the teacher in any area needed to promote a well-run classroom.
- Complete any additional administrative requests as determined by the Elementary Principal or the Head of School.
- Develop and maintain rapport with students, parents, and staff.
- Attend and participate in functions as outlined in the Agreement or as requested by the Elementary Principal or the Head of School.
- Understand all emergency procedures and effectively implement all Lock Down, Fire Drill, and Earthquake protocols.

The above summary represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as needed to support the ministry of Venture Christian Academy.

***Education, Skills, Experience, and Attributes:***

- High School Diploma/GED and prior work experience with children.
- Ability to work with children and maintain group behavior.
- Strong interpersonal skills and ability to lead and provide clear direction with children.
- Ability to operate basic classroom equipment and office machines.
- Proficient in all school-related data systems.

***Additional Expectations:***

- Has received Jesus Christ as his/her personal Lord and Savior.
- Agrees with and will abide by the Venture Christian Church Statement of Faith/What We Believe, Standards of Conduct, and Lifestyle Agreement.
- Is a member in good standing with Venture Christian Church or at a local evangelical church that has a Statement of Faith in agreement with Venture Christian Church's Statement of Faith/What We Believe.

***Physical Demands:***

- Walk, stretch, stand, sit, lift up to 30 lbs.
- Able to see, speak, and hear on a regular basis.
- Able to climb stairs; stand for extended periods of time.
- Supervise students inside and outside of the building.
- Summon help when an emergency arises on campus and assume responsibilities within an incident command structure.
- Must be present daily and able to attend weekend and evening functions on occasion.

**AUTHORIZATION**

I have reviewed and received a copy of this job description and agree to fulfill the job as outlined above. I have indicated that, with or without reasonable accommodation, I am able to perform the essential functions of the position.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Human Resources Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_