



JOB DESCRIPTION

Instructional Aide

SUMMARY

The Instructional Aide will work part time approximately 4 days a week for 4 hours per day depending on the location. Responsibilities will include working with grade level teachers to assist students in group activities, one-on-one instruction, preparation of classroom activities to strengthen the academic program offered at the Classical Academy. Additionally, the Instructional Aide will assist with clerical duties such as paperwork, office support and student supervision. This position will support and uphold the mission and vision of The Classical Academies.

ESSENTIAL DUTIES

- Assist the grade level teachers in providing instruction and assistance to individuals or small groups of students
- Confer as needed with the teachers and/or parents about student progress
- Provide support to grade teachers in Language Arts and Math as needed
- Perform clerical duties, such as Audit files, computer documents, book support, etc.
- 24 hour response to all emails
- Participate in PLC time and/or instructional learning time

EMPLOYMENT STANDARDS & QUALIFICATION

Basic Knowledge:

- Demonstrate strong, positive communication skills
- Personal computer knowledge and experience
- Ability to compose documents and correspondence with correct English usage, punctuation, spelling and grammar

Interpersonal Skills:

- Provide excellent customer service to parents and students
- Work well with fellow team members
- Explain, understand, and adhere to the charter school program
- Manage and prioritize multiple tasks



- Accurately perform work with efficiency
- Productively work independently as well as collaboratively

Qualifications:

- Some college or homeschool experience preferred
- Experience working with elementary children preferred

Work Environment: The usual and customary methods of performing the job functions require the following physical demands: minimal bending and lifting. Physical actions may include moving books around. The job requires regular movement in a classroom setting. The job is performed regularly in the classroom. This position is not eligible for remote work.

EMPLOYMENT TERMS

The essential duties, employment standards, and qualifications are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position. The information contained in this job description is to provide an understanding of the position's main functions and is not intended to be an all-inclusive list of job duties.

The Classical Academies is an equal opportunity employer. Recruitment, hiring, and promotion of individuals in all job classifications will be conducted without regard to race, religion, color, sex, gender identity and expression, sexual orientation, pregnancy, national origin, ancestry, citizenship status, uniform service member and veteran status, marital status, age, protected medical condition, genetic information, disability or any other protected status in accordance with all applicable laws, except where bona fide occupational qualifications exist. As per the school charter, all employment with The Classical Academies is considered ***at will***. This means that both employees and The Classical Academies have the right to terminate employment at any time, with or without advance notice, and with or without cause.

Being part time, this position is not eligible for benefits. However, it may still qualify for retirement contribution (State Teachers Retirement System or Public Employees Retirement System).

The Classical Academy, Coastal Academy, and Classical Academy High School do business as The Classical Academies. The Classical Academies may refer to one or all of the charter



schools, as well as additional sites such as: Classical Academy Vista, Classical Academy Middle School, Classical Academy Online and Coastal Academy High.

Accountability: Principal

Job Classification: Non-Exempt

Hourly Rate: \$16.00 (Wage Band A)

Last Revised: 05/25/2022