



Grammar Classroom Aide

Job Description

General

The Grammar School Classroom Aide is employed by the Headmaster to provide essential support for the instruction of students at Providence Academy. Per Wisconsin statutes, employment is at will, meaning it is for an indefinite period and subject to termination by either the employee or the Academy at any time, with or without cause or notice. Performance will be evaluated by the Headmaster/Administrator in collaboration with the lead teacher to determine continued placement in the position.

1. QUALIFICATIONS, CHARACTER TRAITS, AND ABILITIES

- Must be a growing Christian with a positive testimony that is consistent with the school's Statement of Faith.
- Knowledgeable about the Bible and able to apply its principles to student correction and reproof. Must possess leadership qualities to help "train up a child in the way they should go".
- Demonstrated ability to relate well and perform harmoniously with staff, parents, and administration.
- Must maintain reliable, consistent attendance and be highly respected as a Christian.
- Ability to sign and maintain the school's Confidentiality and Non-Disclosure Agreement.
- Previous classroom experience is highly desired.

2. RESPONSIBILITIES

- Assist with teaching regularly scheduled classes within the assigned K-6 curriculum area.
- Assist the lead teacher in keeping proper discipline in the classroom and on school premises from a Biblical perspective.
- Remain informed regarding the academic, spiritual, and social development of each student.
- Help employ instructional aids and creative materials to provide effective teaching.
- Full-time aides report by 7:30 am (or earlier for morning duties) and may leave after student release at 3:15 pm, provided they have no after-school duties or meetings.

3. ADMINISTRATIVE AND NON-TEACHING DUTIES

- Supervise playground activities, lunch, and student drop-off or pickup as assigned.
- Assist with keeping records of attendance, student progress, and the condition of assigned textbooks.
- Remain open to the Holy Spirit's leading to minister to students and staff, and commit to praying for the students.