



## **Academic Support Aide**

Covenant Christian School

Updated October 20, 2022

### Qualifications

1. A profession of faith in Jesus Christ as Lord and Savior
2. Bachelor's degree in elementary education desired
3. An active member of an evangelical Christian church

### Position Description

Demonstrate patience, humility, integrity, and kindness while performing essential responsibilities assigned by the classroom teacher or a member of the Administrative team.

The application of instruction/care is to be consistent with Covenant's Doctrinal Statement and recognize that children are whole persons, created in the image of God.

### Reports To

The Academic Support Aide reports to the Director of Education.

### Essential Responsibilities

1. Pray regularly with and for the students, parents, faculty, and staff of Covenant Christian School.
2. Assist and support the teacher in any way possible with classroom supervision, class projects, room decorating, snack and lunchtime, cutting, pasting, copying, laminating, delivering items, etc.
3. Support students in the classroom and during small group instruction.
4. Assist with classroom organization and clean up.
5. Assist children to restroom, office, specials, etc.
6. Be available to teachers during class and scheduled times.
7. Be on time for supervision assignments as determined by the school's administration. (Supervision examples include before school, recess, lunch, etc.)
8. Maintain a professional attitude regarding parents, allowing the teacher to discuss any behavior or academic problems with the parents and allowing the teacher to meet with parents for conferences.
9. Support and assist teachers with and on field trips.
10. Maintain professionalism in taking care of personal business during scheduled work hours.
11. Other duties as assigned by the Director of Education.

### Hours

Anticipated working hours, school days, 7:45 am-3:30 pm

### To Apply

Contact Clara Maloy, Director of Education

[cmaloy@ccsstl.org](mailto:cmaloy@ccsstl.org)