



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – Student Services Aide**

This is a full-time salaried position with a 9.5-month work schedule and base standard hours of 7:45 a.m. to 3:45 p.m. on school days and in-service days (185 days total). The Student Services Aide will assist the Intervention Specialist(s) and will report to the Director of Student Services.

### **Position Overview**

The Student Services Aide supports the intervention specialists and shares responsibility for the education of students requiring IEP's, 504 plans, and other needed student support. He or she is expected to demonstrate high moral character and work collaboratively to create a working and learning environment for all students that is safe, secure, and respectful.

The Student Services Aide's essential duties and responsibilities are as follows:

- Assist the intervention specialists with instruction and assessment in classrooms throughout the school
- Instruct students individually or in small groups
- Develop the intellect and character of each student
- Oversee student behavior and discipline in a manner consistent with the school's mission to develop students of character and virtue
- Performs clerical assistance as needed
- Assists with other faculty-assigned duties as directed by Dean of Faculty
- Performs other related duties as required

### **Qualifications**

The Student Services Aide shall be a person who is well-organized, well-rounded, engaging, and who has the ability to interact joyfully with students, parents, and colleagues. Additionally, strong candidates will possess:

- Ability and commitment to furthering the classical mission and vision of the school
- Ability to exercise wise judgment and prudent decision making
- Understanding of explicit, intensive phonics methodology (such as Orton-Gillingham)
- A high school diploma at minimum; a bachelor's degree preferred
- A minimum of two (2) years of experience working with school-age children, preferably in a special education setting

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning

- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

### **Hiring**

Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

### **Application Process**

Applicants must submit the following in a single email to the attention of the Job Search Committee at: [careers@cincyclclassical.org](mailto:careers@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy.)
- Resume/curriculum vitae
- Three professional (or academic, if a recent graduate) references. Please include email address and phone number for each reference.