



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Instructional Aides (grades K-4)

This is a full time position with a 9.5-month work schedule. The Instructional Aide will report to the lead grade level teacher.

Position Overview

Instructional Aides support homeroom teachers in grades K-4 and share responsibility for the education of their students. They are 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 Instructional Aide's essential duties and responsibilities are as follows:

- Assist the lead teachers with lesson preparation, instruction, and classroom management
- Instruct students individually or in small groups
- Develop the intellect and character of every student
- Oversee student behavior and discipline in a manner consistent with the school's mission to develop students of character and virtue

Qualifications

An Instructional 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 classroom 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

Compensation, Benefits and Hiring

Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and enrollment in the State Teachers Retirement System. 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:

- 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.