

Northside Christian School
2655 W. Schrock Rd. Westerville, OH 43081
(614) 882-1493

Position Title: Pre-K/Elementary Aide

Reports to: Principal

General Description:

The Elementary Aide is an educational support, part-time or possible full-time position with expectations for duties during school attendance days. In general, the Elementary Aide will be the first support for the NCS instructional staff member, providing the teacher and students an extra set of hands in all activities, duties, and preparation of the classroom to increase the sustainability and the developmentally appropriate aspects of classroom instruction in the NCS Elementary programs.

Qualifications:

- **Spiritual:**
 - Must be born-again and able to give a personal testimony of faith in Jesus Christ.
 - Must be a member of and actively involved at a like-minded local church.
- **Personal:**
 - Must be in agreement with and sign an NCS Life-Style Agreement.
 - Must demonstrate an ability to work well and appropriately with other staff members, parents, and students.
 - Must have a desire to help students abide by the rules of NCS while being focused on our mission – to help them better learn, love, and live Jesus Christ.
- **Professional:**
 - Must be self-motivated, well organized, and have a strong work ethic.
 - Must communicate well with the school administration to ensure that all concerns are well-addressed.
 - Must attend all required meetings, professional development, and events/activities.
- **Documentation:**
 - Must pass an FBI/BCI background check
 - Must be a citizen of the USA
 - Must hold certifications in CPR, First Aid, and AED
 - Must be competent in the use of Microsoft Office Products
 - Must hold a Child Safety Certificate
 - Must hold a Bloodborne Pathogen Training Certificate
 - Must hold an associates or bachelor's degree from an accredited college or university

Essential Responsibilities: (not limited to the following)

The essential responsibilities of the Elementary Aide could possibly be:

- Prepping activities or crafts for classroom instruction
- Organize lesson materials
- Reset or clean up classroom activities
- Organizing homework or stuffing folders to send home with students
- Helping to organize events or activities for classes
- Creating or preparing bulletin boards or other classroom wall art
- Assisting the classroom teacher or Student Support Advocates with 1 on 1 student intervention and support
- Assisting and reinforcing classroom routine and procedures with students
- Monitor student play and learning time
- Supporting the classroom teacher in the grading of assignments and activities
- Leading small group instruction (i.e. reading groups, math centers, etc.) as requested
- Support the established classroom behavior management plan
- Posting grades and assignments on FACTS, as requested
- Possibly participate in general staff duties, such as:
 - Bathroom breaks
 - Snack/lunch duties
 - Recess monitoring
 - Pick-up / drop-off procedures
- Being willing to jump into substitute teaching roles as needed (if other subs are not available)
 - Preferably, we would like to hire an Aide who would be open and willing to be a substitute teacher for grades Pre-K-12 as needed.
- Supporting, in an aide capacity, with our Afterschool Program until 4:30pm OR until this program meets a 1:14 ratio of teacher to students.