

Grammar School Aide

- Work with individuals or small groups of students to complete classwork, make-up tests, group projects.
- Ability to be a substitute teacher in grades 1-6 as needed.
- Supervise students during non-classroom times like recess, lunch, field trips, and transitions.
- Help with preparing bulletin boards, classroom decorations, and other visual aids and study aids.
- Operate educational technology and office equipment (Copier, laminator, etc)
- Assist classroom teachers by making copies, laminating, preparing special projects/programs.
- Attend after school faculty meetings to grow in understanding of classical, Christian education.
- Provide social and emotional support to students. Administer basic first aid and monitor injured/sick students until the parents arrive.
- Order and maintain the inventory of basic work room supplies and classroom special project supplies.
- Strong organizational skills and attention to detail.
- Proficiency with standard office software (Word, Excel, Outlook) and equipment (copier, laminator, phone).
- Excellent interpersonal and communication skills.
- Ability to maintain confidentiality.
- Willing attitude and flexible personality to handle stepping into other tasks as needed.