



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – Instructional Aide

This is a 35-hour per week hourly position (starting at \$15/hour) with a 9.5-month work schedule and base standard hours of 8:15 a.m. to 3:15 p.m. on school days and in-service days (185 days total). The Instructional Aide will report to the lead grade level teacher.

Position Overview

Instructional Aides support homeroom teachers typically in grades K-2 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

Benefits

Instructional Aides will be enrolled in the State Employees Retirement System (SERS). This position does not include health insurance benefits.

Application Process

Applicants must submit the following in a single email to Michael Muse, Director of School Operations: mmuse@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.