



# CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

## **Job Description – Intervention Team Instructional Aide**

This is a part-time hourly position with a 9.5-month work schedule and base standard hours of 7:45 a.m. to 11:45 a.m. on school days when students are present. The Intervention Team Instructional Aide will assist the Intervention Specialists and will report to the Headmaster.

### **Position Overview**

The Intervention Team Instructional Aide supports the Intervention Specialists by providing support to individual students who have an IEP or 504 Plan. 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 Intervention Team Instructional Aide's essential duties and responsibilities are as follows:

- Assist the Intervention Specialists with lesson preparation, instruction, and assessment
- 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, alongside the Intervention Specialists and Classroom Teachers
- Provide support and assistance to individual student(s) so that they can participate in whole class activities alongside peers
- Accompany individual student(s) during transitions throughout the school day in order to ensure student safety
- Perform other related duties as required

### **Qualifications**

The Intervention Team 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
- A high school diploma at minimum
- Experience working with school-age children in a special education setting preferred, but not required

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](mailto:mmuse@cincyclclassical.org):

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy.)
- Resume/curriculum vitae
- Three references. Please include email address and phone number for each reference.