

## Grammar School

### Flex Office Aide



**Reports to** | Director of Grammar School Operations

**Compensation** | Starting pay rate is \$13.66/hour

**Schedule** | Monday, Wednesday, Friday, 8:00 am - 4:00 pm, plus monthly department meetings 4:00 - 4:30 pm

### Position Summary

The Grammar School Teacher's Aide supports the Grammar School office by performing a variety of administrative tasks, maintaining a flexible and positive attitude toward filling support needs as they arise throughout the Grammar School.

### Character Qualities

- Personal faith in Jesus Christ defines and informs all aspects of life
- Daily model for students, reflecting Christ in faith and virtue
- Supports the school's statement of faith and vision, mission, and values
- Models Christlike character, including love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness, and self-control.
- Treats each child as an image-bearer of God, worthy of dignity, care, and respect

### Primary Responsibilities

- Assist the Grammar School office with a variety of administrative tasks
- Support the needs of the Grammar School as they arise
- Schedule substitutes for teachers and aides in planned and urgent circumstances
- Participate in the Grammar School Christmas Program ("The Knights' Noel"), which takes place in the evening
- Cover Front Desk responsibilities once a day for lunch
- Maintain calendars for the Head of Grammar School and Director of Operations

### Qualifications

#### **Required**

- High school diploma or equivalent
- Genuine love for young children and a patient, nurturing demeanor
- Ability to maintain a structured, orderly environment
- Strong communication and teamwork skills
- Organization and multitasking ability
- Attention to detail and confidentiality
- Basic computer and office software proficiency

### ***Preferred***

- Experience working in a professional office environment
- Familiarity with classical education or willingness to learn its philosophy and methods

### **Physical Requirements**

- Ability to sit on the floor, bend, kneel, and move quickly to assist young children
- Ability to lift up to 25 lbs

### **Valor Vision, Mission, Values**

***Our Vision*** is to develop passionate disciples of Jesus who know the true, do the good, love the beautiful, and are prepared to courageously influence culture for the glory of God.

***Our Mission*** is to provide an excellent education in partnership with our families that is guided by a biblical worldview, the Classical tradition and University Model of schooling.

#### ***Our Values:***

1. We pursue spiritual development through discipleship
2. We seek to continually learn and grow in every situation
3. We build community intentionally
4. We anchor expectations for attitudes and behaviors to biblical obedience