

## Grammar School

### Teacher's Aide (PK - 1st Grade)



**Reports to** | Lead Classroom Teacher / 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 lead teacher in nurturing a joyful, orderly, and academically rich classroom rooted in the classical and Charlotte Mason education tradition. Working with students in Pre-Kindergarten through 1st grade, the aide helps cultivate habits of attention, kindness, and wonder while reinforcing foundational skills in literacy, numeracy, and character formation. The Teacher's Aide also provides lunchroom supervision for all Grammar School grade levels.

### 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 lead teacher with daily classroom routines, transitions, and lesson implementation
- Provide one-on-one or small-group support in early reading, handwriting, phonics, and math readiness
- Help reinforce memorization work such as poetry, songs, Scripture (if applicable), and phonograms
- Support students in developing habits of attention, listening, and respectful participation
- Help students stay on task during independent or group work
- Reinforce teacher directions and classroom procedures
- Communicate student observations or concerns to the lead teacher
- Supervise students during recess, lunch, and transitional periods
- Help maintain a calm, orderly, and joyful classroom culture
- Help maintain cleanliness and organization of classroom spaces and supplies
- Participate in guiding students during Knights' Noel Christmas program (evening event)

## **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

### ***Preferred***

- Experience working with children ages 4–7
- Familiarity with classical education or willingness to learn its philosophy and methods
- Background in early childhood education

## **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