



# HORIZON CHRISTIAN SCHOOL

**Position:**

ELEMENTARY & MIDDLE SCHOOL INSTRUCTIONAL AIDE SUBSTITUTE

Times would vary depending on need.

**General Description:**

Horizon Christian is interested in staff who are both highly relational and uniquely qualified to work with young students. We desire teachers and staff to model and develop attitudes consistent with a Christian worldview and to be followers of Jesus Christ. This position reports to the Principal and Vice Principal.

**Responsibilities:**

Aides are responsible for assisting with school and classroom operations under the direction of the assigned teacher or staff person. May supervise students either in or out of the classroom, depending on specific job assignments. Most aides will be responsible for students outside regular classroom operations (e.g., lunchroom, breaks between classes, car line). Tasks within the classroom generally are at the teacher's discretion but include grading, tutoring, or assisting with classroom projects.

**Qualifications Personal:**

Must have wisdom and poise in dealing with students, parents, and staff, and must be attentive to detail when assisting in classroom functions.

**Skills:**

Skills will vary according to the specific tasks for which the individual is hired.

**Experience:**

No general expectation exists, but specific experience may be required as determined by the work assignment.

**Education:**

High school graduate.