

JOB POSITION: TEACHER'S AIDE**SUBJECT:** N/A**GRADE:** K-4**TYPE:** INSTRUCTIONAL**F/T OR P/T:** FULL-TIME**START DATE:** 2024-2025

TEACHER'S AIDE

Cresthaven Academy Charter School exists to provide a comprehensive education to our scholars that develops the whole child through academic excellence, physical wellness, emotional health, and character enrichment. Our school is built on the belief that all children, regardless of race or economic status, can succeed when given equal access to a high-quality education. Each of our scholars will be empowered to overcome challenges and equipped to sustain their success in school and beyond.

Cresthaven Academy Charter School opened in August 2016 with 75 kindergarten scholars, and adds a grade each academic year until we are a K-8 school. All Cresthaven Academy scholars receive access to the best educators and resources, serving to actualize each child's potential and setting them on the path to college. Cresthaven Academy Charter School is supported by Cresthaven Academy Foundation, a 501(c)(3) non-profit organization. The Foundation exists to support the school and teaching staff in all things outside of classroom instruction, reducing the risk of burnout and raising academic standards by allowing educators to focus on their scholars. Together we incorporate comprehensive support for scholars and families into the education model, including an afterschool program, in order to inspire excellence in character, identity, and academics in each child.

Cresthaven Academy is focused on supporting excellent teaching that closes the achievement gap. We recognize that teachers are the most important in-school factor contributing to student achievement. We also value leadership and support staff because they facilitate, encourage, and help to foster the developmental growth of scholars to achieve physical, social and mental well-being by providing quality care and expertise in their respective roles.

SUMMARY:

To assist classroom teachers in the instructional process, reinforcing instruction to individual or small groups of students in a classroom environment. Assist in the preparation of instructional materials and implementation of lesson plans and provide routine support. Assist in school programming including but not limited to: large group events, serving as a bus monitor, and supporting school events.

DUTIES AND RESPONSIBILITIES:

Classroom function:

- Assist the classroom teacher in arranging the learning environment, including assembling and putting materials on bulletin boards and/or other classroom learning displays and in keeping such displays current.



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- Under supervision of a certified teacher, prepare for classroom activities by distributing and collecting papers and other instructional materials for classroom instruction.
- Assist students in completing classroom assignments, homework and projects. Assure student understanding of classroom rules and procedures and assist students by answering questions, providing proper examples, emotional support, friendly attitude and general guidance.
- Read to students, listen to students read and observe students reading abilities as assigned. Assist students with letter and word pronunciation and recognition. Assist students with math, spelling and writing exercises and assignments.
- Assist assigned teachers with the implementation of lesson plans. Administer various tests as directed. Prepare mandated reports and documentation as required
- Tutor individual or small groups of students, reinforcing instruction as directed by the teacher. Monitor and oversee student drills, practice and assignments in various subjects. Confer with the teacher concerning lesson plans and materials to meet student needs and assist with the implementation of lesson plans.

School Programming function:

- Assist with lunch, recess, arrival, and dismissal duties.
- Assist with supplemental programming on early release days.
- Serve as a bus monitor for transportation during the school day.
- Attend and assist with after school and Saturday programming as requested.

QUALIFICATION REQUIREMENTS:

Minimum High School Diploma or Equivalent

This position may require:

- Exposure to temperature variations and wet conditions.
- Walking and working on uneven and slick surfaces.
- Reaching above and below shoulder height.
- Frequent excessive standing during assigned work day.
- Frequent requirement to lift, carry, push, pull, sit, stand, walk, reach, crouch, climb, balance, kneel, and stoop.
- Cresthaven Academy offers a competitive salary and benefits, commensurate with experience and skills. Cresthaven Academy Charter School is an equal opportunity employer.

Candidates under final consideration will need to be able to pass a criminal history background check, and provide documentation of medical clearance (TB/Mantoux testing).