



Job Description: Kindergarten Instructional Aide

PAY: TBD, Dependent upon experience and certifications

SHIFT: Tuesday, Thursday and Friday 8:15 - 2:00

EMPLOYEE TITLE: Kindergarten Instructional Aide

STATUS: Part-Time

SUPERVISOR: Head of School/Vice Principal

HOPE Christian Academy is a private, Christian school that specializes in partnered education. All staff members must sign a Statement of Faith and agree to the Code of Conduct.

The Kindergarten Instructional Aide, under the supervision of the HCA Head of School and Vice Principal, is responsible for assisting the kindergarten teacher by working directly with students in a variety of situations.

Minimum Qualifications:

- Have previous teaching or tutoring experience.
- Possess or be able to acquire an Arizona fingerprint card.
- Able to manage time/tasks well.
- Able to communicate effectively through both verbal and written means.
- Exercise good judgment.

Essential Duties and Responsibilities of HCA's Kindergarten Instructional Aid:

- Assist the Kindergarten teacher during Reader's Workshop and Writer's Workshop.
- Track Kindergarten student progress through the use of assessments, data charts, etc.
- Utilize student data to adjust instruction as necessary.
- Protect the privacy of all students by communicating the needs and abilities of students only with the classroom teacher or the administrator.
- Execute small group or whole group lessons as requested by the teacher.
- Work with the teacher and/or administration to ensure that the necessary interventions and modifications are met within the kindergarten classroom.
- Complete small projects during student breaks as requested by the Kindergarten teacher.
- Interact with students, teachers, and parents in a way that is above reproach and indicative of a growing relationship with the Lord.