

**Trinity Lutheran School  
Classroom Aide**

**Position:** Early Childhood (Preschool) Classroom Aide

**Employment Status:** Full time (depending on enrollment) Hourly position.

**Job Summary:**

Part time position at Trinity Lutheran School, Marysville Ohio. The classroom aide will be accountable to the classroom teacher and the Principal as requested and work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.

**Qualifications:**

- Hold a minimum of a high school diploma or Graduate Equivalent Degree (GED) and be at least 18 years of age
- Shall provide signed authorization for a BCI report, which upon receipt does not indicate a prohibited criminal conviction
- Must be willing to apply for an Educational Aide Permit through the Ohio Department of Education which permits an individual to perform educational assistant duties in a school, including the supervision of students and assistance with instructional tasks
- Excellent interpersonal and conflict resolution skills
- Ability to communicate effectively and professionally with a wide range of individuals, including staff and parents
- Exhibits interest in the total educational effort of the school
- Will conduct her/himself at all times in a professional, Christian matter remembering that we are servants of Christ's ministry
- Associates closely with God through prayer, study of the Bible and regular church attendance.
- Evidence of a lifestyle that reflects a dynamic relationship with Christ.
- Is open-minded, tolerant, calm, patient, flexible, and happy in their outlook on life.
- Makes a clean and neat appearance
- Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, and is respectful of others
- Uses correct language, is tactful, is courteous, is an effective listener, and uses correct written forms
- Is emotionally healthy, poised, punctual and enthusiastic
- Employs positive methods for handling all situations
- Maintains personal information of students as confidential
- Shall complete in-service training as required

**Assignments:**

The aide performs duties that allow the teacher to have a more individualized teaching program. The aide is expected to perform classroom duties agreed upon by the teacher and the Principal.

Some tasks for the aide are as follows:

- Assist with classroom activities as requested. These may include, but are not limited to: filing, duplicating, using the computer, assisting with field trips & special events, direct use of learning materials, conducting story time, music, physical education, cooking, crafts and projects, games, science projects and interest centers, playground supervision, construct bulletin board displays, assist with daily lesson planning, and preparing and implementing creative activities as assigned.
- Full time normal hours of service will be between 8:15 a.m.-3:15 p.m. The teacher may alter these hours as needed with approval by the Principal.

- In case of illness or an emergency absence, the aide is to contact the teacher by 7:00 a.m. on the day of absence. All leave time is subject to approval under the adopted policy for Trinity Lutheran Church and School.
- One half hour per day will be granted as a lunch break.
- The aide will refer all concerns or questions by parents about their child to the teacher immediately. The aide should offer no personal advice or opinions.
- The aide will assist the teacher in the guidance of children using positive discipline.
- In the event of an emergency absence of the teacher from the room, the aide is responsible to carry out the implementation of the lesson plans.

**Miscellaneous:**

- Aide should be available for not more than three pre-year workdays in August of each year.
- Aides should be available for not more than three post-year workdays at the end of each class year.
- Attendance at events outside the normal classroom hours as requested. These may include parent orientations, pre- and post-workdays, all-school activities, evening programs, and other events as need arises.
- Attend faculty functions as requested by the teacher or Principal.
- Assist teachers in keeping the classroom and supply areas neat and orderly.
- Assists with school duties required of staff
- Complete first aid, CPR, communicable disease and a child abuse courses within one year of the date of employment.

Job description is subject to change as directed by the Principal and/or the Christian Day School Committee of Trinity Lutheran Church and School.

Interested applicants should send resume and cover letter to Mrs. Amanda Williams via email to: [awilliams@trinitymarysville.org](mailto:awilliams@trinitymarysville.org).

**Via mail to:**

Trinity Lutheran School  
 Mrs. Amanda Williams  
 220 S. Walnut Street  
 Marysville, Ohio 43040