



Elementary School Aide

2026-2027

Job Purpose: Supporting Elementary Excellence and Growth

We are looking for a dedicated individual to serve as an extra set of eyes, ears, and hands for our elementary staff, providing essential support to teachers and students in a primary school setting. The qualified individual will assist with classroom activities, administrative tasks, and student supervision, allowing lead teachers to focus on instruction. This role plays a crucial part in creating a positive, orderly, and productive learning environment for young learners—assisting with organization, monitoring extra bathroom breaks, and helping to inspire students to reach their God-given academic, social, and emotional potential. This position works under the direct supervision of the School Administration and classroom teachers.

Education and Experience Requirements

- **High school diploma** or equivalent; some college coursework in education or a related field preferred.
- **Experience working with children** in an educational, ministry, or childcare setting.
- **Excellent communication skills**, both written and verbal, for working effectively with students, teachers, and parents.
- **A personal commitment to Jesus Christ** reflected in lifestyle and work.

Essential Responsibilities

- Assist teachers with instructional activities, including preparing materials, setting up learning centers, and facilitating small group or individual instruction as directed.
- Provide academic support to students by reinforcing lessons and concepts taught by the teacher, such as helping with reading, writing, and math.
- Assist in targeted academic intervention, such as reading with or drilling math facts for students needing extra assistance.
- Provide support to students with special needs or learning disabilities, helping implement outlined accommodations under the guidance of the classroom teacher and administration.

Classroom Management and Climate

- Assist in maintaining a positive, orderly, and clean classroom environment that encourages respect and learning in a Christ-like manner.
- Reinforce clear classroom rules, redirect disruptive behavior, and promote positive, kind interactions among students.
- Supervise students at all times during classroom activities, transitions, lunchtime, recess, and other times as assigned to ensure their safety and well-being.

Daily Logistics and Operations

- **Morning Welcome:** Greet the students at the kindergarten entrance each morning from 8:15 AM – 8:30 AM.

- **Lunchroom Assistance:** Assist at lunchtime with opening containers and monitoring students (K4 through 2nd grade).
- **Dismissal Support:** Assist in the elementary carline and escort K4 and K5 after-care students safely to the cafeteria.

Clerical and Resource Management

- Assist with organizing and maintaining classroom materials, supplies, and equipment so resources are readily available for instructional use.
- Perform various clerical tasks to support the efficient operation of the classroom, such as photocopying, filing, data entry, and preparing classroom newsletters or bulletin boards.
- Assist with administering and scoring tests, quizzes, and other assessments, helping to maintain accurate student records as needed.

Christian Integration

- Integrate Biblical principles and a Christian worldview into all student interactions, play supervision, and activities.
- Model Biblical conflict resolution (based on the Matthew 18 model) and uphold all classroom rules and school policies in a spirit of love and respect.
- Instill in young students a desire to know Jesus Christ and show His love through their actions.

Professional and Community Expectations

School Support & Special Projects

- Uphold and enforce all School and Board policies and guidelines.
- Attend and actively participate in all required staff meetings.
- Assist with organizing and supervising special events, field trips, assemblies, and other school activities, contributing to the overall school community.
- Represent Chestertown Christian Academy professionally to all staff, students, parents, and the community.
- Actively promote the school within the community and support school functions throughout the school year.

Ministry and Extracurricular

- Support the larger ministry of Chestertown Baptist Church by assisting with programs outside of the standard school day to minister to students and families (e.g., fundraisers, outreach, community events).

Essential Personal Qualities

- Demonstrate Christian qualities, patience, empathy, and a calm demeanor in personal and professional life.
- Exhibit flexibility and adaptability to respond to the changing needs of young students and the dynamic classroom environment.
- Respectfully follow all school guidelines and maintain the strict confidentiality of sensitive student and family information.
- Exhibit professional language and communication skills in all settings.

Physical Requirements and Working Conditions

- **Physical Stamina:** Ability to stand, walk, and move around the classroom and school building for extended periods, with the agility and stamina to supervise outdoor activities, recess, and field trips.
- **Environment:** Works primarily indoors in a dynamic and sometimes noisy elementary school environment, requiring the ability to multitask and maintain focus amidst distractions.

Disclaimer: Chestertown Christian Academy has the right to revise this job description at any time.