

Canton Country Day School
DUTIES AND JOB PERFORMANCE EXPECTATIONS
2017-2018

Position: Classroom/Instructional Aide

Status: Part-Time

Canton Country Day School is a private, independent school in Stark County teaching 21st century skills in a nurturing environment with small class sizes and seeks faculty who will offer children in preschool through eighth grade a solid educational foundation by cultivating an environment in which scholarship, responsibility, and respect for others flourish along with creativity, enthusiasm, and self-respect.

Distinguishing Characteristics:

Relieve teachers of certain instructional tasks and routine details in order to bring intensive and more concentrated study or learning opportunities to students.

The Aide reports to the Head of School and supports the mission of the school in all aspects of job performance. The duties below are representative of the collective duties of this position. These duties may vary with ones particular assignment.

Duties Desired:

- To work as directed by the teacher
- Demonstrates initiative
- Does not discuss students with parents, directs them to classroom teacher.
- Reinforces lessons and providing students assistance as they complete classwork. This might include small group or one-on-one help.
- Enforces classroom and school rules
- Accompanies students, monitors and enforces safety on any day trips off campus
- Other duties as assigned

Hours: The Aide will work five hours a day which includes one twenty minute break, not to be taken during the first hour of work, any recesses, and student lunch.

Salary: \$10 per hour

Extended hours must be approved in advance by the Head of School or another designated person. Appropriate compensation will be made for all approved hours above the requirement.

A bi-weekly time sheet must be completed, signed, and returned to the designated record keeper at the end of each pay period.

Employee Signature

Date

Dedicated to developing character and the abilities to think and communicate clearly, Canton Country Day seeks to fully prepare its graduates to meet the challenges of rigorous secondary school programs and to assume positions of responsibility in their communities.