

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

Position: Preschool 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.

We have high expectations for our students, and we are looking for aides to join our team who are able to:

- Follow instructions given by the supervisory teachers
- Assist the teacher during emergency procedures, (i.e. earthquake, lockdown, fire drill)
- Stay with the students at all times
- Demonstrate responsible behavior towards attendance and work schedule
- Be knowledgeable of and follow School policies and procedures as described in the Employee Handbook
- Assist in preparing the learning environment, setting up activity centers and preparing needed material and supplies in advance as instructed by the teacher. Class preparation is done at a time when the Employee is not responsible for supervising the students.
- Assist students in following programs, strategies, exercises and materials identified/developed and introduced by the teacher
- Provide feedback to the supervisory teacher on his/her observations of students
- Help implement the teacher's goals for the class community, as well as the teacher's goals for the social and emotional development of the children
- Promote an atmosphere of respect for students and adults
- Promote and apply positive discipline strategies
- Respect and promote the mission and philosophy of the school
- Supervise students in all areas of the building and playground, implement recess rules and discipline, and report notable student behaviors
- Practice appropriate and effective classroom management techniques
- Supervise field trips
- Assist with tasks such as copying, displays, etc.
- Prepare student snacks
- Attend required in-service days, meetings, and training sessions
- Keep current on requirements by State Licensing

Physical Demands / Work Environment

- Work is primarily performed in the school environment. The school is dynamic with a high level of activity. Work may also be performed at other sites for field trips.
- Must be able to lift 40 pounds.

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.

- Stand up to 95% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy.
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Must be able to move from a seated position to a standing position promptly to respond to emergency situations.
- Perform all activities with children (i.e. jump, dance, walk, run, etc.) for extended periods of time
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.
- Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.

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.

Salary: Salary is dependent on qualifications and experience.

Our Mission:

Canton Country Day School is a private, independent school in Stark County teaching 21st century skills in a nurturing environment with small class sizes to students in preschool to grade 8.

Canton Country Day School offers 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. Within this stimulating academic environment, the school encourages children, with the support of their families, to:

- be active seekers of knowledge;
- examine their convictions honestly and embrace them humbly, both in word and deed;
- recognize themselves as participants in a common humanity and citizens of a common universe;
- discover their own creative powers and labor patiently to surpass ready achievement; and wonder at the mysteries that transcend their understanding and challenge their imagination.

At Canton Country Day, our teachers

- seek knowledge of current instructional theories as a commitment to understanding and professional growth
- demonstrate a vast repertoire of effective and engaging instructional strategies that meet the needs of all students
- hold high – but not uniform – expectations of all students
- maximize instructional minutes
- model, teach, and expect age-appropriate disciplined behaviors in a way that is mission-consistent and respectful
- meaningfully and personally engage with all students

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- actively support colleagues
- positively and actively contribute to the life of the school
- collaborate with parents in the best interest of the students
- understand and respect the principal qualities of an Independent school
- respect and seek understanding in all facets of diversity

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Qualifications: Applicants must have a high school diploma (or certification of high school equivalency issued by the state board of education or a comparable agency) and be at least 18 years of age. They will be required to pass a background check and sign a non-guilty/non-conviction statement. They are required to undergo a medical examination annually. An ability to be an innovative, collaborative, and positive member of the faculty is required.

To apply: Completed applications and forms should be sent to **Mike Brown, Head of School**, 3000 Demington Avenue N.W., Canton, Ohio 44718-5737, or by email to **careers@cantoncountryday.org**. **Subject line should indicate position sought.**

Applications will be reviewed upon receipt and accepted until the position is filled. No phone calls please.

Canton Country Day School is an equal-opportunity employer. All employment decisions are made without regard to race, color, creed, religion, age, gender, sexual orientation, national origin, disability, military or veteran's status, those with limited English proficiency, or genetic information. Canton Country Day's policy of equal employment practices extends to advertising, recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, demotion, layoff, termination, rates of pay, and all other forms of selection, training, and compensation. Your completed application will be reviewed carefully; but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

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