



Job Title: Classroom Assistant

While operating under a general school ethos, every classroom is different. Classroom Assistants will have some duties in common, while others duties will be grade specific. For this reason, it is important that each Assistant take his/her lead from the individual Classroom Teacher regarding what is needed to support the learning environment of a particular classroom.

Before School

Help ensure that the classroom is in order and ready to receive students each morning. Duties may include:

- Put chairs down;
- Make sure morning work or task is on desk; and,
- Greet at the classroom door if teacher is not able to do so; and,
- Front door and cafeteria duties, and helping cover morning duties for faculty meetings.

During the day

This is where the most flexibility is needed, because it is rare that any two days at OHES are the same. Duties may include:

- After chapel, complete lunch count and absentee;
- Check binders for permission slips or notes from parents;
- Stuff Binders and/or Numbered Cubby with checked work, notes to go home, etc.;
- Assist students with personal requirements as needed;
- Make copies, as needed, of:
 - a) Newsletters;
 - b) Homework;
 - c) Notes;
 - d) Daily work; and,
 - e) Center worksheets.
- Laminate and cut out items as needed;
- Attend recess;
- Attend lunch; and,

- When in the classroom, be another pair of eyes and hands etc., assisting and encouraging students, and being preemptive to help avoid or minimize disruptions to the lesson or activity:
 - a) During lessons (for those that need redirection);
 - b) During independent work;
 - c) During assessments;
 - d) Whole group projects; and,
 - e) Small group/centers.
- There may also be the need to attend classes and activities outside the “home” classroom. It is important to speak directly with each Special Area subject teacher to see if/when this is necessary.

After School

These duties help ensure the day ends well, and helps ensure the next day will start in a positive way:

- Assist with dismissal;
- Clean student desks;
- Replenish and prepare supplies, such as paper and sharpen pencils etc.; and,
- Put out morning work (as needed) for the next day.

Other Tasks as Needed

The timeframe for the following duties may vary greatly:

- Assist Newsletter items;
- Check (and correct) homework;
- Make copies-morning work, homework, extra material as needed;
- Put items in memory books;
- Change out Bulletin Board with new projects;
- Copy journal/journal prompts for upcoming month;
- Assist with Hoot and Holler (School assembly), helping:
 - a) Create and/or edit Powerpoint (On the T drive and/or flash drive);
 - b) Write parts out and give them to students; and,
 - c) Take pictures during Hoot and Holler presentation in the gymnasium.
- Continue classroom procedures if teacher is in meeting, restroom, or absent.

Additional Responsibilities Include:

- *Attend faculty meetings as scheduled;*
- *Attend mandatory School functions;*
- *Attend professional development workshops and trainings; and,*
- *Other duties as assigned by the Headmaster.*

Please note that the above does not constitute an exhaustive list of the duties required of a Classroom Assistant. It is therefore extremely important to remain flexible, and to keep the lines of communication open with the Classroom Teacher and the Headmaster.

Preferred Requirements:

- Bachelor's degree;
- Relevant Oklahoma State certification, or ability to achieve certification;
- Experience working in this or a similar capacity with children; and,
- Sense of humor.

The successful candidate will be required to pass a background check and complete the Safeguarding God's Children program.