



TEAM School

POSITION TITLE Support Staff - Aide

REPORTS TO Head of School

JOB SUMMARY The Classroom Aide supports the mission to love, live, and share Christ through education at Olive Branch Christian School by assisting the classroom teacher in creating a dynamic and Christ-centered learning environment. This role is focused on providing instructional support, preparing and organizing classroom materials, and assisting with the implementation of lesson plans. The Classroom Aide is also responsible for supporting positive student behavior, fostering a respectful and safe environment, and monitoring students outside the classroom during activities such as lunch, recess, and transitions. The position requires a commitment to providing a nurturing and structured environment that enables students to thrive academically, socially, and spiritually.

ESSENTIAL FUNCTIONS

- Instructional Support
- Student Behavior Management & Supervision
- Communication & Collaboration
- Other Responsibilities

INSTRUCTIONAL SUPPORT

- Assist the classroom teacher with implementing lesson plans, instructional activities, and classroom setup.
- Provide one-on-one or small group support to students, reinforcing concepts and helping monitor progress.
- Support differentiation of instruction to meet the needs of diverse learners and assist with assessments.
- Prepare and organize materials and resources for lessons, maintaining a clean and functional learning environment.
- Help with classroom displays, student projects, and visual aids to enhance the learning experience.

STUDENT BEHAVIOR MANAGEMENT & SUPERVISION

- Reinforce positive behaviors, address challenges, and support students in adhering to school rules and expectations.
- Assist with implementing classroom routines and procedures to maintain a respectful and structured environment.
- Supervise students during non-classroom times, including hallways, restrooms, lunch, recess, and electives.
- Respond appropriately to incidents or emergencies, including documentation, ensuring student safety and well-being.

COMMUNICATION & COLLABORATION

- Maintain open communication with the teacher regarding student needs, progress, and classroom activities.
- Collaborate with the teacher and other staff members to support the overall success of students.
- Foster positive relationships with students, offering support for their academic and personal development.
- Communicate with parents or guardians as directed by the teacher, sharing updates on student progress and behavior when needed.

OTHER RESPONSIBILITIES

- Support a Christ-centered classroom environment that reinforces the school's values and mission.
- Foster a respectful, nurturing atmosphere that promotes spiritual, academic, and social growth.
- Assist with activities and events that align with the school's Christian principles and goals.

- Contribute to the success of school-wide initiatives, participating in special events or other assigned duties.
- Other duties as deemed appropriate by the Head of School.

TIME COMMITMENT: This is a part-time or full-time hourly position, depending on school needs, with a 10-month schedule aligned to the academic calendar. Work hours will typically align with the school day, including additional duties as required, such as meetings, training sessions, or special events. Flexibility in scheduling may occasionally be needed to support school activities and priorities.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent required.
- Experience working with children in an educational setting is preferred.

QUALIFICATIONS:

- A born-again Christian who aligns with the Church’s Statement of Faith and Core Values and agrees to uphold these beliefs in daily practice.
- Although not required to be a member of Olive Branch Community Church, support staff must attend a Bible-believing church.
- High School Diploma from an accredited institution.
- Ability to meet the physical demands of the position.
- Willing to undergo a criminal background check, and complete annual training in Sexual Harassment and Child Protection.

PHYSICAL DEMANDS:

- Monitor and supervise students in various school settings, including classrooms, hallways, playgrounds, and electives.
- Assist with classroom activities and manage materials, including carrying and organizing items.
- Move freely within the school environment, with activities such as walking, standing, and occasionally lifting upto 25 lbs.
- Participate in outdoor activities like field trips or sports events, which may involve extended periods of standing and walking on uneven surfaces.
- Operate standard equipment, including computers, phones, and other office tools as needed.
- Occasional travel for training, conferences, or school-related events.

ADA: The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors. The noise level in the work environment is usually moderate to loud.

OLIVE BRANCH EMPLOYMENT STATEMENT: This job description is subject to change, and all terms and conditions are subject to the Olive Branch Employee Handbook.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Signature

Date