

Classroom Assistant, Elementary School, 2024-2025 School Year

Job Details

Location: Oklahoma Christian Academy, Edmond, Oklahoma

Job Category: Staff

Position Type: Full Time, 10 month contract

General Description

Oklahoma Christian Academy is seeking classroom assistants for the 2024-2025 school. The successful candidates will report directly to the assigned classroom teacher and will be responsible for all duties assigned.

Qualifications

- Preferably experience as a classroom assistant
- Faithful student of the Bible
- Ability to work in a team environment
- Commitment to student growth and development
- Experience with technology
- Passion for understanding parents and a desire to help students
- Acceptance without reservation of the OCA mission and vision

Duties and Responsibilities

- Help Teachers with lesson preparation, including collecting materials and setting up equipment
- Reviewing lessons or lectures with students on a one-on-one basis or in small groups
- Supervising students in class, between classes, at specials, during recreation periods and field trips
- Giving extra help to students who need special accommodations or are struggling with a concept
- Collaborating with the Teacher to identify students' issues and recommend solutions
- Observing state, school and class rules and regulations

Benefits

- Competitive salary and benefits package
- Opportunity to make a difference in the lives of students
- Collaborative and supportive work environment

Contract

- One hundred eighty one (181) contract days / temporary contract.
- Salary: District scale.

Application Process

- Interested candidates should submit a resume, cover letter, and references to **Principal Mary Ann Kelsey: makelsey@ocacademy.org**.