



# SUBSTITUTE SCHOOL AIDE

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## To Apply

**Posted:** March 8<sup>th</sup>, 2021

**Position Title:** Substitute School Aide

**Job Type:** Jobs offered as needed

**Start Date:** As soon as possible

**School:** Grace Christian Elementary School

**Location:** Medford, OR 97504

**School Website:** [www.gracechristian.org](http://www.gracechristian.org)

**Contact Person:** Kaylene Brown, Human Resources

**Contact Phone:** (541) 608-1315

**Contact Email:** [kbrown@gracechristian.org](mailto:kbrown@gracechristian.org)

**Minimum Requirements:** Experience working with school aged children required.

**Apply online:** [www.gracechristian.org/about-us/employment](http://www.gracechristian.org/about-us/employment)

## Job Description

**Title:** Substitute School Aide

**Status:** Non- Exempt Employee/Classified Hourly

**Reports to:** School Principal

**General Description:** The responsibility of the Substitute School Aide is to assist on behalf of the regular school aide when they are absent.

### QUALIFICATIONS:

#### Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools' mission, vision, and core values.

#### Knowledge and Experience

- Must be able to communicate well with students, staff, and parents.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents, and the community.
- Works successfully with families and staff.

- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and criticism.
- Ability to interact appropriately in potentially volatile situations.

## **ESSENTIAL FUNCTIONS**

### **Spiritual Leadership**

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

### **Position Responsibilities**

- Assists teachers and students and assumes all assigned duties on behalf of the regular school aide when they are absent.
- Reports to the school office at the beginning and end of the day.
- Provides support to classroom teachers and staff and adheres to the schedule provided to them.
- Provides safety and security for students by monitoring and caring for needs during recess and lunch periods.
- Evaluates the seriousness of a given situation and calls for assistance if necessary.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff, and parents.
- Reports any incidents regarding safety and student behavior, in and out of the classroom.
- Assists in resolving conflicts and similar problem situations between students.
- Upholds and enforces school rules, administrative regulations, and School Board Policies.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

### **Physical Demands**

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- Exhibit manual dexterity to dial a telephone, enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

**Note:** *This job description in no way states or implies that these are the only duties to be performed by this employee. This employee will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*