



BLUE RIDGE CLASSICAL ACADEMY

Job Description

Job Title: Elementary Teacher's Assistant

Job Summary:

We are seeking a dedicated and passionate Elementary Teacher's Assistant to join our team. As a classical Christian academy, we are seeking a candidate who will integrate classical education principles and a biblical worldview while fostering a nurturing and supportive classroom environment that helps students to develop a love of learning. Teachers' Assistants will play a vital role in helping students develop core virtues. This is a salaried, exempt position; Teacher's Assistants work under the daily direction of one or more classroom teachers but report directly to the Head of School.

Key Responsibilities and Requirements:

- Be a committed follower of Christ.
- With guidance from teachers, implement lesson plans for small groups that align with the Hillsdale College K-12 curriculum.
- Create a positive and engaging classroom atmosphere that encourages critical thinking, problem solving, and a love for learning.
- Provide supervision during lunch, recess, morning drop off and afternoon pickup.
- Support teachers with classroom management.
- Support teachers with administrative tasks to ensure the smooth operation of the classroom and student safety.
- Collaborate with teachers, staff, and parents to support the holistic development of each student.
- Attend and participate in teacher meetings, special events that may occasionally require evening programs, parent teacher conferences, and other occasional meetings as assigned.

- Complete paperwork including the following:
 - Self-reflective beginning, mid-year, end-of-year goal forms
 - Inventory of classroom equipment/supplies/books
 - Other paperwork as assigned or requested
- Tend to the overall appearance of the classroom.
- Participate in chapel and assemblies.
- Participate in professional development opportunities to enhance teaching skills and stay informed about classical education methodologies.
- Uphold school policies and procedures, ensuring a safe and orderly learning environment.
- Mentor students and model a Christ-like life, demonstrating the BRCA virtues as a daily example.
- Lead or assist with one weekly after school activity each semester.
- Other duties as assigned by school administration.

Qualifications:

- High school diploma is required. Associate's or bachelor's degree in Education or a related field is preferred.
- Strong understanding of child development, classroom management, and effective teaching strategies. Familiarity or experience with classical Christian education preferred.
- Excellent communication and interpersonal skills.
- Ability to integrate faith and classical learning effectively in the classroom.
- Passion for fostering a positive and inclusive learning environment that encourages intellectual curiosity and wonder.
- Proficient computer skills with the ability to utilize a student information system and Microsoft Office software (Word, PowerPoint, Excel).
- Clear background check.
- Able to earn CPR certification prior to the start of school.

Working Conditions:

Blue Ridge Classical Academy Teachers' Aides will work in a classroom setting with a typical school schedule.

Application Process:

Interested candidates should provide their name and email address on the Career Form at <https://www.blueridgeclassicalacademy.com/careers> Those who submit a Career Form will receive an invitation to join ParentSquare, the system that will manage our employee application process. Applicants will complete the online application form in ParentSquare and upload a resume and cover letter outlining their qualifications, experience, and interest.

Mission Statement: Blue Ridge Classical Academy cultivates the mind, heart, and character of every scholar through a Christ-centered, classical curriculum and a culture committed to pursuing God's truth, goodness, and beauty.