



CAPSTONE Classical Academy

Instructional Aide (PreK–2nd Grade)

Reports To: Classroom Teacher and Lower School Dean

Employment Type: Full-Time/Part-Time

The Instructional Aide will support classroom teachers in providing a nurturing, engaging, and safe learning environment for students in PreK through 2nd grade. This role involves working closely with small groups of students to reinforce learning, assisting with classroom activities, and supervising students during non-instructional times such as recess and lunch. The ideal candidate is patient, flexible, and passionate about helping young children thrive academically, socially, and emotionally.

Key Responsibilities:

- Work with small groups of students or individual students under the direction of the teacher to reinforce lessons and provide academic support.
- Assist the teacher in preparing instructional materials and classroom activities.
- Support classroom management by helping maintain an organized, respectful, and productive learning environment.
- Supervise students during recess, ensuring a safe and inclusive play environment.
- Oversee student behavior and safety during lunchroom periods, encouraging good manners and appropriate social interaction.
- Assist with arrival, dismissal, transitions, and other student movement throughout the school day as needed.
- Implement teacher-directed strategies and accommodations for students with diverse learning needs.
- Monitor and document student progress and behavior as requested by the teacher.
- Perform clerical tasks such as copying, filing, organizing materials, and managing supplies.
- Carry out other duties as assigned by the classroom teacher or school administration.

Qualifications:

- High school diploma or equivalent (required)
- Experience working with young children in an educational or childcare setting (preferred)
- Strong communication and interpersonal skills
- Ability to take direction and work collaboratively with teachers and staff
- Patience, compassion, and a genuine interest in early childhood and primary education
- Basic understanding of child development and classroom routines
- Ability to maintain confidentiality and follow school policies