

## Mariners Christian School Job Description

**Title:** Classroom Aide

**Traditional school year:** 10-month position (Late August through mid-June)

**Hours:** M-F; 7:30 a.m. – 3:30 pm. (includes ½ hour unpaid lunch break)

**Full Time with benefits:** 37.5 hours per week

**FLSA:** Non-exempt hourly

**Starting pay range per hour:** \$20.12-\$23.46 (Commensurate with education and experience)

**Reports to:** Classroom Teacher and Outdoor Director

### **General Description**

The classroom aide is a support to the Teacher in the classroom and to the Outdoor Director on the playground. The aide has classroom responsibilities to better meet the needs of the students in the TK, Kindergarten and First Grade programs. The aide has specific playground duties designed to promote the safety and well-being of students at all grade levels. The aide has carpool duties that support the ease of traffic flow into and out of the campus; also facilitating the safety of drivers and students.

**Requirements:** Experience is preferred but not required. The applicant must show willingness and ability to comply with and execute all components contained in the job description and be willing to receive specialized training for this position. Strongly preferred: Experience working with children in a group setting

Necessary qualities: promptness, reliability, team player, servant heart, positive attitude

### **Playground Responsibilities – Supervised by Outdoor Director**

- Maintains careful supervision of children - staying in supervision zone
- Reads, understands, and enforces playground rules
- Carefully watches for the safety and well-being of children
- Carefully observes student behavior while on playground duty
- Controls student behavior in a positive manner and reports problems to teachers or supervisor
- Notifying teacher or supervisor about any repeated misbehavior or serious problems
- Reinforces and encourages positive character qualities
- Discontinues any unsafe or questionable activities
- Intervenes and disciplines normal behavior according to school policy, and uses conflict management methods
- Properly administers first aid (band aids, ice packs, etc.) as needed, or escorts seriously injured or sick children to the Health Office
- Supervises snack/lunch tables – follows guidelines

### **Classroom Responsibilities – Supervised by Classroom Teacher**

- Instructs small groups
- Provides individual student help
- Grades papers, prepares materials for instruction, files, laminates, etc.
- Helps with bulletin boards and room environment
- Maintains careful supervision of students in teacher's absence
- Other duties as directed by the classroom teacher

**Additional Responsibilities** Assist with morning and afternoon carpool as assigned.

Attend weekly aide meetings and all staff meetings as requested

**Non-discriminatory policy:** It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicant's race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

### **Each employee of Mariners Christian School must:**

- Be able to show evidence of acceptance of Jesus Christ as their personal Savior and be able to articulate a personal relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School handbook and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith.
- Have criminal history clearance. (Fingerprinting specific to MCS to be arranged at hiring.)

### **Application instructions:**

Please send a copy of your resume, active teaching credential and MCS employment application to [hr@marinerscs.org](mailto:hr@marinerscs.org)

You may download the MCS employment application here:

<https://marinerschristianschool.com/wp-content/uploads/2025/10/MCS-Staff-Employment-Application.pdf>