



Title: PLACE (Student Support) Services Educational Aid
Reports to: PLACE Services Director and Coordinator / Site Principal(s)
FLSA Status: Hourly
Date Created: 2022
Parameters of Employment: 10-months, full-time status TBD for the 2022-2023 school year (starting August 9, 2022)
Employment Status: Hourly at-will

Position Overview:

The PLACE Services Educational Aid is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

We are looking for a creative, talented person to join our team who knows or is (sincerely exploring) his/her call by their Lord & Savior Jesus Christ to serve as an educational aid on our PLACE (Student Support) Services team, loving and caring for children and families the way Jesus has called us to love, and who is committed to robust, whole-person, Christian liberal arts education. The successful candidate will be able to articulate a solid understanding of a Gospel-centered (reformed) educational classroom, stemming from clear evidence of a maturing, Gospel-centered personal life.

To begin the application process, please complete the following steps before the application deadline of Friday, June 23, 2022 (or until filled):

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter

- b. Resumé
- c. Written statement of personal testimony of Christian faith
- d. 2-3 letters of recommendation (one from a pastor who knows your Christian faith well and at least one from a trusted authority who could attest to your work and calling education)
- e. Official or unofficial copy of all college transcripts

Salary Range: \$19.50 - \$21.12 per hour

Benefits Offered: Depending upon FTE, potential of Insurance: Health, vision, dental & life

Other benefits: Faculty, admin and educational aids are expected to enroll their school-age children at Calvin Christian School, as such there is generous tuition support

Spiritual Requirements:

- As a Christian School, we require our employees to be a professing believer and follower of Jesus Christ as his/her Lord and Savior.
- Per Calvin's mission (and constitution), teachers are expected to be members in good standing at a confessionally reformed church (e.g. URC, CRC, PCA, RCA, OPC) and in-line with Calvin Christian School's Mission Statement, Statement of Faith and school biblical ethics policies.

Required Qualifications:

- High School Diploma; at least some college training preferred
- Experience working with students who have unique needs
- Other related experiences working with children
- Computer proficiency skills
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications:

- Bachelor's degree
- Elementary classroom experience
- Passion for on-going professional development (i.e. love of learning), especially in the area of the robust Christian liberal arts tradition and working with unique learning needs.
- Christ-centered service experiences

- Active in hobbies and personal development interests (i.e. music, crafts, travel, exploring nature, etc)

General Educational Aid Job Description

- Assist teachers by providing academic support to students with academic, behavioral, and/or social needs in a classroom setting
- Attend to and intervene during student behavioral issues to ensure student and classroom safety; observe and manage behavior of students in the classroom according to approved procedures; enforce appropriate student behavior and ensure student understanding of classroom rules
- Assist teachers in the implementation of student academic and behavioral goals and objectives according to PLACE Team plan
- Assist teachers with adapting, accommodating, and modifying classroom and homework assignments to meet individual student needs
- Observe and track student progress on academic and behavioral goals and objectives
- Monitor assigned students during outdoor activities, music, PE, recess, eating, and various other activities as assigned
- Assist students in the development of social skills
- Provide classroom support by helping to set up work areas, helping to distribute/collect materials, and perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring student tests and assignments, recording grades, and maintaining various records related to student progress reports, goals, and behavioral tracking
- Assist teachers with the implementation of lesson plans and instructional activities as assigned
- Assist teachers in reinforcing instruction to individual or small groups of students
- Assist teachers in providing an inclusive classroom according to the mission of PLACE Services
- Provide support to students with sensory needs according to approved procedures
- Attend and participate in various meetings, trainings and in-services as assigned.

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. The physical environment the incumbent will work in is typically a school environment with moderate noise levels that would be expected in that type of work environment. Outdoor and indoor supervision of playgrounds / workplace for on-going periods occurs regularly. Lift and carry at least 45 lbs or more. The individual must be able to work with children at their eye level and always maintain visual supervision of children, as well as hear, communicate, and comprehend effectively with children, staff, and parents. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults.

Required Documents for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting); FBI and DOJ clearance to work in an educational setting

COVID-19 considerations:

Calvin Christian School is committed to providing in-person instruction, as well as making every God-honoring effort to be in compliance with government efforts to help protect communities.



*“Inviting students to be formed by God’s Love in Christ,
for a life of wonder, worship, work and wisdom.”*

(760) 489-6340 | www.calvinchristian.school | hr@calvinchristian.school