



## **Elementary School Classroom Aide**

### **Summary**

The Classroom Aide works under the direction of the teachers in developing and implementing the Primary Years Programme at Riverstone International School. The International Baccalaureate Primary Years Programme promotes the social, emotional and physical development of each child.

The Aide reports to the classroom teacher, as well as Director of Elementary Education.

This is a full-time, non-exempt position that is employed during the school year only.

### **Responsibilities and Duties**

- Provide support to the classroom teacher in the implementation of the curriculum.
- Assist the teacher in preparing and implementing daily activities.
- Maintain an organized, clean, and safe learning environment.
- Engage with children in a positive manner, including implementing appropriate guidance techniques in line with classroom expectations and Riverstone's guiding principles.
- Supervise students both inside the classroom and outside, including recess, field trips, assemblies, school events, etc.
- Assist with supervising students during outdoor education activities.
- Escort students to the bathroom and assist them during lunchtime and snack time.
- Engage with staff, parents, and community members in a positive manner.
- Assist with creating the class blog as requested, including photography and writing.
- Perform other duties as assigned.

### **Skills and Experience**

Preferred candidates will have the following skills and experience:

- High school diploma or GED
- Minimum of six months – one year of teaching experience
- Demonstrated experience and ability to work well with young children and parents
- Demonstrate success in working as a member of a team

### **Physical Capabilities**

- Able to lift 25-30 lbs
- Able to walk, squat/kneel, sit on floor, see, hear, speak with children to ensure children's health and safety

Riverstone International School is an equal opportunity employer.

*Created September, 2020*