



LOS ALTOS CHRISTIAN SCHOOL

Los Altos Christian School

625 Magdalena Avenue Los Altos, CA 94024

Phone: 650-948-3738

www.lacs.com

Contact

Lizette Hibbert - Head of School

lizette.hibbert@lacs.com

Position: Teacher Aide

Location: Los Altos, CA

Position Summary

Los Altos Christian Schools (LACS) is seeking part-time (8-16 hours p/w) Teacher Aides to assist in the supervision and support of students throughout the school day. The Teacher Aide will provide instructional support to the teacher, work with special education students, and reinforce student learning to support the teacher's efforts. Responsibilities also include assisting with administrative tasks, and other organizational duties. The Teacher Aide will supervise children both inside and outside the classroom.

Required Professional Qualities

- **Faith Commitment:** Believes in Jesus Christ as God's Son who died for our sins, resurrected, and is currently ministering in Heaven. Maintains a personal relationship with Jesus Christ.
- **Education:** High School diploma or GED equivalent.
- **Communication:** Ability to warmly and articulately communicate with others.
- **Flexibility:** Must be flexible, able to multi-task, and a team player.
- **Organizational Skills:** Ability to organize, manage projects, and work with people and resources.
- **Technical Skills:** Proficiency in computer word processing, emailing, and accessing the Internet.



Additional Qualifications

- Experience: Previous experience working with children or in an educational setting is preferred.
- First Aid/CPR Certification: Training will be provided.
- Background Check: Successful completion of a background check.

Physical Requirements

- **Physical Stamina:** Ability to stand, walk, and sit for extended periods.
- **Lifting:** Occasionally required to lift or move up to 25 pounds.
- **Mobility:** Ability to move around the classroom and school environment.

Work Environment

- **School Setting:** Work primarily in a classroom setting with outdoor supervision. Flexibility is required for different school areas and tasks.

Skills

- **Active Listening:** Must be an active listener.
- **Reading and Oral Comprehension:** Good reading and oral comprehension skills.
- **Writing:** Good writing skills.
- **Sensitivity:** Must be sensitive to the needs of others.
- **Student Support:** Must be able to work with students with learning differences.
- **Decision Making:** Ability to establish and maintain working relationships, make decisions, solve problems, think creatively, document student progress, process information, and motivate students daily.

Duties

Student Assistance:

- Provide extra assistance to students inside and outside the classroom.
- Work with special education students to support their learning needs.
- Reinforce lessons presented by teachers by reviewing material with students one-on-one or in small groups.

**Classroom Support:**

- Assist with classroom management and maintaining a positive learning environment.
- Help students with classroom activities and assignments.
- Supervise students during class to ensure they are staying on task.

Administrative Tasks:

- Organize and label materials for easy access.
- Photocopy, scan, and laminate materials as needed.
- Set up and maintain bulletin boards and other classroom displays.
- Distribute and collect tests, homework assignments, and other materials.
- Grade homework, tests, and assignments under teacher supervision.

Supervision:

- Supervise students in various school settings, including the gym, playground, hallways, and during recess.
- Ensure student safety and adherence to school rules and policies.

Instructional Support:

- Assist in the preparation of lesson materials and classroom activities.
- Conduct instructional activities planned by the teacher.
- Use educational tools and technology to enhance student learning.

Recreational Activities:

- Organize and supervise games and other recreational activities during recess and free periods.

Classroom Environment:

- Help maintain a clean and organized classroom.
- Assist with setting up and cleaning up after classroom activities.
- Ensure all materials and equipment are properly stored and maintained.



Professional Development:

- Participate in training sessions and professional development opportunities.
- Stay updated on educational best practices and school policies.
- Collaborate with teachers and other staff to improve teaching strategies and student outcomes.

Other Duties:

- Perform any additional tasks the teacher or school administration requests to support the educational process.
- Assist with school events, field trips, and extracurricular activities as needed.

Benefits

- Medical, Vision, and Dental Insurance, PTO, Sick Leave (applies to a 30-hour work week)
- Pay Range: \$19-\$25 per hour.

Application Process

- **Application Instructions:** To apply, please send your resume, cover letter, and references to Lizette Hibbert at lizette.hibbert@lacs.com.
- **Deadline:** Applications will be accepted until the positions are filled.

Mission and Values

School Mission: Los Altos Christian Schools (LACS) is committed to providing a Christ-centered education that equips students to reach their full potential academically, spiritually, and socially.

For further information or to apply, please contact Lizette Hibbert at lizette.hibbert@lacs.com.