



Position: Teaching Assistant (Part-Time)

Location: 625 Magdalena Ave, Los Altos, CA

Hours: 8-16 hours per week

Pay Range: \$19-\$25 per hour

Position Summary:

Los Altos Christian School (LACS) is seeking part-time Teaching Assistants to assist in supervising and supporting students throughout the school day. The role includes instructional support, working with special education students, assisting with classroom management, and handling administrative tasks. Teaching Assistants will supervise students both inside and outside the classroom.

Qualifications

Required:

- **Faith Commitment:** Maintains a personal relationship with Jesus Christ.
- **Education:** High School diploma or GED equivalent.
- **Skills:** Strong communication, organization, flexibility, and proficiency in computer use.

Preferred:

- **Experience:** Prior experience working with children or in an educational setting.
- **Certifications:** First Aid/CPR (training provided).
- **Background Check:** Required for employment.

Key Responsibilities

Student & Instructional Support:

- Assist students individually or in small groups, including special education students.
- Reinforce lessons, help with assignments, and support classroom activities.
- Supervise students in various settings, ensuring safety and adherence to school rules.

Classroom & Administrative Support:

- Maintain an organized and positive learning environment.
- Assist with classroom activities, grading, and preparing lesson materials.
- Handle administrative tasks like photocopying, laminating, and organizing supplies.

Supervision & Recreational Activities:

- Supervise students in classrooms, hallways, playgrounds, and during recess.
- Organize and oversee recreational activities.

Professional Development & Additional Duties:

- Participate in training and professional development.
- Support school events, field trips, and extracurricular activities as needed.

Physical Requirements & Work Environment

- Ability to stand, walk, and sit for extended periods.
- Occasionally lift or move up to 25 pounds.
- Work in both indoor and outdoor school environments.

Benefits (for 30+ hours per week)

- Medical, Vision, and Dental Insurance
- Paid Time Off & Sick Leave

How to Apply: Email the following to Lizette.Hibbert@lacs.com

- A copy of your resume, cover letter, and references
- **Statement of Faith:** Submit this signed [Statement of Faith](#) with your resume

Mission: Los Altos Christian School provides a Christ-centered education, equipping students academically, spiritually, and socially to reach their full potential.