



Lower School Aide Job Description

Job Title: Lower School Aide
Reports To: Lower School Principal
Prepared Date: 07/28/2023

Position Overview

Open Door Christian Schools is seeking a part-time Lower School Aide for the 2023-2024 school year who will be responsible for assisting teachers with students and other duties. The Lower School Aide will be an Evangelical Christian believer who serves our students and employees and who embraces the School's mission of equipping disciples through exemplary education.

Type of Position

The Lower School Aide is a part-time, nonexempt position that is paid an hourly rate.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Has a minimum of a high school diploma.
- Holds an Ohio Department of Education (ODE) aide credential or is willing to complete the requirements for certification within a specified time period.
- Has experience with young children.
- Has a passion for students and their achievement.
- Demonstrates a reasonable level of computer literacy.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

Essential Job Functions

- Assists teachers with classroom lessons and activities.
- Provides one-on-one support to students in various subject areas as directed.
- Helps teachers manage the classroom to provide an environment for learning and to ensure the protection of students, equipment, materials and facilities.
- Helps teachers maintain a clean, attractive and organized classroom.
- Assists teachers with clerical/administrative duties.

- Maintains confidentiality of student and faculty information.
- Attends meetings, chapels, prayer times and Bible studies as required.
- Performs other duties as assigned.

Contact Information

Interested candidates should submit a cover letter and resume to:
Angie Lowe, Lower School Principal – alowe@odcs.org