



**bayarea**  
CHRISTIAN SCHOOL

## **Job Description**

**Position:** Curriculum and Instruction Aide

**Classification:** Part Time, Non-Exempt (approx. 20 hours/week)

**Primary Reporting Relationship:** Director of Curriculum and Instruction

**Secondary Reporting Relationships:** Junior High Principal, Head of School

**Ministry Area:** Bay Area Christian School

**Interfaces:** Students, parents, administrators, staff, other stakeholders as appropriate

**Mission:** Providing quality Christian education impacting lives for now and eternity.

**Profile:** Our organization has a culture lead by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

### **Employee Profile:**

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

**Job Purpose:** Assist the Director of Curriculum and Instruction with the ordering, receiving, inventorying, sorting, staging, and distributing of curriculum materials throughout the school year. Assist the junior high faculty and staff with class instruction materials and preparations.

### **Employee Profile:**

- Acceptance of and agreement with the Bay Area Church and Bay Area Christian School Statement of Faith and Standard of Conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

### **Major Responsibilities:**

- Assist DCI with placing and receiving curriculum orders, managing curriculum inventory, and processing of curriculum returns
- Cover Director of Curriculum and Instructions classes, as needed
- Cover junior high classrooms, as needed
- Assist junior high teachers and staff with preparing materials for classroom instruction
- Sort curriculum materials by grade levels and subjects
- Sort curriculum materials by teacher and deliver to appropriate classrooms
- Relocate boxes of curriculum materials as needed
- Assist with the organization and maintenance of curriculum closet and cabinets
- Run curriculum errands
- Check budgets and paperwork
- File as needed
- Cover books

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to balance, stoop, kneel, crouch, reach, stand, walk, push and pull, lift, use hands and fingers to grasp, and feel. This position is considered heavy work, and will be required to exert in excess of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly. The employee is required to have visual acuity to determine accuracy, neatness, and thoroughness of the assigned work. The employee in this position will frequently be working in a small, enclosed room.

I have received, reviewed and fully understand the job description for the position of **Curriculum and Instruction Aide**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. I understand that this job description is not designed to contain a comprehensive list of all of the activities, duties, or responsibilities that are required of an employee for this job, and that the responsibilities and activities may change at any time with or without notice.

Employee Name (Print)\_\_\_\_\_

Date\_\_\_\_\_

Employee Signature\_\_\_\_\_

***Version: 08.2022***