



The Christ School

Position Description

Position Title: Marketing/Classroom Assistant

Supervisor: Principal of Elementary School and Director of Marketing and Communications

Work Hours: 12-month employee, full time

Required Qualifications:

- A deep faith in Jesus Christ as Lord and Savior and acceptance of the authority of Scriptures as a guide for faith and living
 - Actively pursues spiritual growth through personal devotions, Bible study, church involvement, etc.
- Understand and actively support The Christ School mission, vision, and defining characteristics
- Proficiency in GoogleSuite (docs, sheets, gmail, calendar)
- Highly effective verbal and written communication skills
- Must be able to effectively traverse possibly uneven ground
- Must be able to ascend/descend multiple flights of stairs and transport about 10-15 pounds

The ideal candidate will have experience with website development and graphic design tools like Canva, Adobe Illustrator.

Key Responsibilities:

- **Classroom Support:** Assist classroom teachers with various duties, ensuring efficient classroom operations and helping maintain an organized and effective learning environment.
- **Supervisory Roles:** Help supervise students during carline, in the dining hall, at recess, and within the classroom, ensuring student safety and appropriate behavior.
- **Instructional Support:** Provide targeted instructional assistance to students under the guidance of the classroom teacher, including one-on-one and small group instruction, to enhance learning outcomes.
- **Clerical Assistance :** Perform clerical duties for teachers, such as copying, laminating, and preparing instructional materials. Update and maintain visual

displays throughout the school hallways to reflect current learning topics and student work.

- Substitute Teaching: Serve as a substitute teacher as needed, stepping in to maintain classroom continuity in the teacher's absence.
- Develop and execute internal communications strategy.
- Assist with coordination of school-wide e-mail communications.
- Create engaging content for newsletters, social media, and other platforms.
- Collaborate with key stakeholders to develop promotion plans for internal events.
- Ensure brand consistency across all channels.

Additional Duties as assigned