



The Oaks Classical Christian Academy Academy Assistant Job Description

The Oaks Classical Christian Academy, a University-Model school in Martin County, FL, is seeking qualified applicants for a part-time Academy Assistant (“Assistant”) for the 2023-2024 school year. ***This person is needed on campus from 7:45 until 3:30 pm on Mondays only.***

The Assistant will support the students, teachers, and staff, with priority given to student needs. ***The position will be in-person and is a hands-on role that interacts with students and other staff members and parents on our Stuart, FL, campus.*** We desire someone with a servants’ heart who is willing to do whatever is needed on a given day.

Assistant must have 3 - 5 years experience in an office, school or education-related role, and be a well organized, self-starter with problem solving skills and a personality that enjoys people.

Candidate must attend church services regularly in an evangelical, Christian church that could support The Oaks Statement of Faith. Candidate should have a strong knowledge of scripture and the Biblical worldview, be a born-again Christian, and show a genuine love for the Lord.

Please submit your resume and cover letter to our Head of School Katie Crews at katiecrews@theoaksflorida@gmail.com for initial consideration.

It is expected that the teacher will comply with all school policies, dress code, and other guidelines when on campus.

BASIC DUTIES OF THE ACADEMY ASSISTANT AT THE OAKS:

The Academy Assistant fills many roles. He or she should assist students as well as teachers and staff members as needed, with a priority on student aid. They should have a “team player” mentality and love spending time in a school setting. He or she will be very active during the day, sometimes filling in momentarily in a classroom, sometimes assisting students and parents, and other times sitting at a desk and assisting the head of school or dean.

The types of tasks expected include, but are not limited to:

- Act as a go-to for basic student needs (boo boos, forgotten lunches, etc.)
- Assist with arrival by greeting students and assist with dismissal by watching students, walking them to their cars, etc.
- Help teachers by prepping materials for science or art projects; assist with cleanup, etc.

- Use school's online info management system to create forms and reports, and/or post announcements, calendar events, and important files when needed
- Organize supplies in classrooms, kitchens, etc. as needed
- Create and organize folders/marketing materials for info meetings and other events
- Help prepare for school events (food, decor, printed materials, etc)
- Check and respond to the school email account; answer phones and talk to callers about the school, answering questions and routing calls.
- Escort classes to and from recess, lunch, and music as needed.
- Escort students to other classes if movement is needed for math and/or language arts
- Maintain order form for teaching and cleaning supplies and order on a periodic basis
- Print flyers or other parent communications to hand out at carline
- Assist head of school in filing and/or uploading receipts as needed
- Assist with or lead field trip planning and communications