

INSTRUCTIONAL AIDE JOB DESCRIPTION

Fall 2022-2023

TITLE: Instructional Aide (Effective 9/1/22)

REPORTS TO: Executive Director

EMPLOYMENT STATUS: Employee – Part Time or Full Time

LOCATION: Urban Christian Academy @ 3039 S. Normal Avenue, Chicago, IL 60616

TIME: Minimum of 20 hours per week in the afternoons

Job Summary

Urban Christian Academy (UCA) is a faith-based nonprofit organization whose mission is to offer educational programs to meet community-driven educational needs of students and families with a holistic approach. UCA seeks to provide a learning environment that promotes and educates holistic growth, bringing the light and truth of who God is through our work with under resourced students. We are sensitive to the cultural and social gaps between families and schools, and we strive to bridge these gaps for the overall wellbeing of our students. The position of Instructional Aide provides support to a Lead Teacher.

Major Responsibilities

- Academic Instruction and Support – After School Academic Program
 - Support, monitor, and direct the completion of homework assignments, ensuring quality and timeliness. Tutor students as needed. Collaborate with Lead Teacher to identify student needs and develop solutions.
 - Prepare the classroom and materials as needed. Provide a positive, safe, and clean work environment.
 - Lead bible devotions and discussions as assigned
- Summer Christian School and Camp
 - Assist Lead Teacher with lesson planning, preparation, and delivery. Prepare materials needed for lessons and activities.
 - Teach or co-teach lessons as assigned under the guidance of Lead Teacher
 - Prepare classroom for instruction, cleanliness, and safety.
 - Supervise volunteers and high school interns assigned.
 - Promote and nurture the holistic growth of students with an informed understanding of how children learn, grow, and change.
- Professionalism
 - Classroom Management: Support and encourage a community that is conducive for learning, academic progress, and positive social-emotional development
 - Build nurturing relationships with students and allow God's love to be expressed through presence, actions, and words. Act and communicate professionally with students, staff, and parents.
 - Cultivate and promote teamwork among all staff members.
 - Commit to personal spiritual and professional growth and development.

Experience and Education Requirements

- Minimum of an Associate Degree in Education. A teaching-related degree and/or comparable work experience could be considered.
- Strong Math and Language Art skills are highly desirable.
- Proven experience working with and teaching school-age children or youth.

Essential Personal Qualities and Skills

- A passionate commitment to UCA's mission to be Jesus' light and a blessing in the city of Chicago through education.
- Strong interpersonal and communication skills with a commitment to collaboratively work with others.
- A personal commitment to grow holistically and professionally and a willingness to learn from others.
- A commitment to the holistic development of children.

To Apply: Interested applicants can send resumes to June Gin, Executive Director. Email:

jgin@UCACHicago.org

**IF YOU ARE INTERESTED PLEASE SEND
YOUR RESUME AND CV TO
JGIN@UCACHICAGO.ORG**

[Website: ucachicago.org](http://ucachicago.org)

[Instagram: ucachicago](https://www.instagram.com/ucachicago)

[Facebook: Urban Christian Academy](https://www.facebook.com/UrbanChristianAcademy)