



Teaching at Seven Oaks Classical School

www.sevenoaksclassical.org

812-935-5003

200 E. Association St., Ellettsville

POSITION: **Instructional Assistant**

JOB DESCRIPTION:

Seven Oaks is seeking instructional assistants (IAs) in a part-time role. The goal of an IA is to support designated classroom teachers. This support takes a variety of forms. Examples include helping students stay on task and assisting them with assigned work, assisting with grading, monitoring students (e.g., at lunch or recess), running copies.

SCHOOL BACKGROUND:

Seven Oaks Classical School is a growing public charter school that opened in the fall of 2016 and now serves roughly over 500 students in grades K-12. As a school, we offer a strong academic curriculum in a small school setting.

QUALIFICATIONS:

The following are required in order to serve as an Instructional Assistant.

- Possession of high school diploma or GED
- Completion of an [employment application form](http://sevenoaksclassical.org/employment), available at sevenoaksclassical.org/employment.
- Completion of an expanded criminal history [background check](#).
- Completion of an in-service orientation and training for Instructional Assistants.

For details about employment, including substitute teaching, please see the school website: sevenoaksclassical.org/employment or call the school office at 812-935-5003.

RESPONSIBILITIES:

- Helping manage a classroom in such a way as to create an atmosphere characterized by order, respect, wonder, and joy.
- Assisting in the cultivation of good habits among the students through explicit instruction and personal example.
- Supporting instruction and assessment under the direction of the classroom teacher.
- Performing clerical tasks as needed so that the teacher(s) can focus more on teaching.
- Complying with all relevant school policies and state and federal laws and regulations.

For more details about the application process see www.sevenoaksclassical.org/employment. Applications and inquiries should be emailed to hr@sevenoaksclassical.org.