

## **FLAGSTAFF ACADEMY INSTRUCTIONAL AIDE - Part-time**

### **Overview of Position**

Flagstaff Academy seeks a part-time instructional aide with a focus on helping at recess. The aide will work with individual students or small groups and reinforce learning materials and skills introduced by the teacher. The aide will operate and care for equipment or instructional materials used in classroom learning, help student master equipment or instructional materials assigned by the teachers, distribute and collect workbooks, papers, and/or instructional materials as directed by the teacher, guide independent study, enrichment work, and remedial work as assigned by the teacher, assist with the supervision of daily routines and schedules, provide information and assistance to a substitute teacher when one is assigned, participate in appropriate staff development as required to ensure professional growth, and work during recess and driveline duties daily.

### **Qualifications sought**

We seek someone who can inspire students and teachers, and be inspired by our school – “where science and technology take flight.” The successful candidate is expected to work cooperatively with others and maintain a positive attitude in the work environment.

Specifically, we seek an individual with:

- the ability to work collaboratively,
- excellent communication skills,
- an ability to use time productively,
- prior experience working with children,
- ability to demonstrate tact, courtesy, and helpfulness in dealing with staff, students, parents and visitors to the school..

### **Overview of School**

Flagstaff Academy is a Pre-K through grade 8 public charter school located in Longmont, Colorado and is affiliated with the St. Vrain Valley School District. We are a fiscally sound and responsible charter school with a vision for excellence and longevity. In operation since 2005, we have gained a regional reputation for excellence in academic education especially in science, mathematics, arts, and technology. We boast a qualified staff and low turnover of our professional faculty. Our students go on to the highest echelon of public and private high schools in the area. Teacher salaries are competitive and subject to expertise and experience. Flagstaff Academy is an Equal Opportunity Employer (EOE). The Vision of Flagstaff Academy is to develop students who are equipped to be well-rounded, ethical leaders in the world community with a foundation based on science and technology.

Flagstaff Academy's Mission is to:

- Provide a K-8 Core Knowledge-based education with a science and technology focus that challenges students to achieve their academic potential.
- Supply opportunities for scientific and technological exploration.
- Pursue excellence in every student and employee.
- Promote, value, and recognize academic achievement and creativity.
- Welcome a diverse student population.
- Respect the individual, classroom, school, community, and world.

To apply, send a letter of interest and a current resume to, ([employment@flagstaffacademy.org](mailto:employment@flagstaffacademy.org)), Employment Flagstaff Academy.