



The Cambridge School

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Job Announcement

Job Title: Upper School Aide
Department: Upper School
Reports to: Upper School Principal/Executive Assistant
Hours: Full-Time (40 hours/week)

Overview:

The Cambridge School is a K-Prep through 12th grade Classical Christian school located in beautiful San Diego, CA. Founded in 2006 for the purpose of providing a distinctly Christian education in the classical tradition, Cambridge is equipping its students to know, love, and practice that which is true, good, and beautiful and is preparing our students to live purposefully and intelligently in service of God and neighbor. Get acquainted with us at www.cambridgeclassical.org.

Position Summary:

The Cambridge School is hiring for a full-time upper school aide position. The ideal candidate will be someone who loves teens, is excited about our mission, and is eager to work in a support role. This staff member will be responsible for the following:

Essential Functions:

- Remote teacher and student support: operate zoom, troubleshoot video and audio (with training), and facilitate connection between teachers and students at a distance. A familiarity with the google suite is helpful, as is an ability to quickly learn educational technology.
- Substitute teacher support: fill in for teachers who are home due to illness or quarantine.
- Lunch monitor for grades 7-12. Interact with teens and support Covid-19 prevention procedures.
- Do regular walks through campus to ensure that doors and windows are open and hallways are clean.
- Disinfect shared spaces between groups using those spaces.
- Familiarity with Google Suite and able to learn and use basic educational technologies
- General help and support for Upper School office operations.

Physical Requirements

Medium frequency of computer keyboarding, medium frequency of viewing a computer monitor, should be able to sit for extended periods of time. Medium frequency of walking and standing.

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the incumbent in this

position or any person subsequently hired for this position. The Head of School reserves the right to revise or amend duties at any time.

If you are interested in pursuing this unique opportunity, please send a letter of interest and your résumé or curriculum vitae to careers@cambridgeclassical.org.