**Employment Opportunity**

Upper School Aide

**Job Title:**

Upper School Aide

**Position Summary:**

The Cambridge School is hiring for a part-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.

**Position Requirements:**

* High School Graduate
* Good communication skills
* Flexible with growth mindset

**Job Duties:**

* Before school study hall monitor from 7:40 - 8:30 AM
* Lunch monitor for grades 7-12.
* Do regular walks through campus to ensure campus is tidy and hallways are clean.
* Wipe down classroom desks on a weekly rotation.
* Study hall monitoring.
* General help and support for Upper School and Grammar School office operations including, but not limited to attendance checks, homework return, white board writing, weekly newsletter information, mailing help, etc.

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