



Job Description

Class Aide

Job Title:	Class Aide
Work Hours:	Part time, hourly, school term
Compensation:	Starting wage of \$13/hour
Supervisor:	Campus Operations Manager & Classroom Teacher(s)
Desired Start Date:	August 5, 2025

Overview:

The Bluebonnet Home Scholars Collaborative (BHSC) Class Aide works with the BHSC teachers and campus operations team to assist with class learning activities and student supervision. Class Aides may occasionally be asked to supervise or escort students to the restroom, outside, or to the Campus Coordinator. The Class Aide also assists the instructor with set-up and until classroom clean-up is complete.

Core Characteristics Needed:

The core characteristics needed for successful fulfillment of job responsibilities are listed below:

Tenacity: The successful candidate demonstrates determination and tenacity both in pursuing on-going learning and growth and also in serving and caring for fellow members of the community.

Collaboration: The successful candidate respects the intrinsic dignity and worth of each individual and honors others in all their interactions by listening well and offering honest, direct communication in a spirit of true collaboration. They are also flexible and willing to assist the instructor as class needs may require.

Freedom: The successful candidate embraces the ecumenical Trinitarian community of BHSC and respects the freedom and potential of students, parents, and fellow staff members.

Wonder: The successful candidate shares the BHSC vision for Christian home education grounded in both classical tradition and contemporary research and aimed toward wonder, knowledge, love, and action.

Professionalism: The successful candidate demonstrates high standards of professional behavior, prioritizes and pursues clarity and organizational health, and continuously seeks to increase competency and understanding.

Areas of Responsibility:

The primary areas of responsibility include, but are not limited to the following:

- Assist during class sessions—help students with fine motor tasks, help keep students on task, help facilitate various learning activities.
- Help with student supervision especially when outdoors or between classrooms and possibly including walking students to the restrooms or study hall as needed.
- Assist with set-up and clean-up for class activities.
- Be proactive in noticing ways, and taking action, to assist the teachers and campus coordination team with keeping the learning environment clean, orderly, efficient, joyful, and calm: e.g., picking up trash, organizing materials, moving around the class space to check on students, etc.
- Uphold BHSC policies and procedures, especially related to safety, core values, code of conduct, classroom procedures, and behavior expectations.
- Participate in instructor meetings and development activities, such as fall, winter, and spring Instructor Meetings, if requested and available.
- Attend three (3) teacher in-service meetings (tentatively August 5, 2025, January 13, and May 19, 2026).
- Participate in General Assemblies on Tuesdays/Fridays, 12:05-12:15 p.m., if on campus and available.
- Maintain and use a BHSC assigned email account; replying to emails within 24 hours on weekdays
- Possibly serve as substitute teacher if requested and available and willing.
- Promote and be proactive in furthering the ministry of BHSC.
- Maintain a lifestyle in consonance with sound Christian principles and the values of BHSC.

Qualifications:

- Must have self-initiative and excellent interpersonal and communication skills
- Must be flexible, trust-worthy, discreet, and professional
- Classroom teaching/aiding experience preferred
- Personal homeschooling experience preferred

It is the policy of Bluebonnet Home Scholars Collaborative (BHSC) to make all employment-related decisions for its employees and applicants in accordance with all applicable federal, state, and local laws and regulations and without regard to race, color, national origin, age, sex, or disability. BHSC hires individuals who are committed to supporting BHSC's beliefs as expressed in the BHSC by-laws and family enrollment agreement. BHSC will employ only persons who are authorized to work in the United States.