

Classroom Aide Position

Part or Full-Time Opportunities

2023-24 School Year

Oakstone Academy School

900 Club Drive

Westerville, OH 43081

614-865-0400

CCDE/Oakstone Academy School is seeking interested candidates for the position of Classroom Aide for the 2023-24 School Year.  The schedules offered may be Part-Time or Full-Time 12-month schedules that follow the 185-day school calendar, along with working during summer programs for 238 days of service. Part-Time schedules can be adjusted to fit your busy schedule. With the 12-month full-time schedule, benefits will be provided.

For anyone wishing to take a gap year from school, if you are undecided about which direction to take your career, or if you would like to pursue a career in Education, this position can assist with your career transition.

The Children’s Center for Developmental Enrichment (CCDE)/Oakstone Academy School is a private, chartered school serving typically developing and special-needs students Pre-Kindergarten through High School located in Westerville, Ohio, northeast of Columbus. Our special-needs students primarily have Autism Spectrum Disorder.

Part-Time Hourly Rate: $18.00 - $26.00 per hour

Full-Time Salary Rate: $35,000 - $42,000 per year

**Certification/License in any of the following:**

* 1-Year Educational Aide License

**Job Description and Requirements:**

* Maintain the Mission of “Serving Students, Families, and Each Other.”
* Working cooperatively and collaboratively in a team environment
* Differentiate Lesson Plans and Academic Instruction for students with diverse learning abilities
* Work closely with general education colleagues, Intervention Specialists, and Therapy Teams.
* Develops lesson plans and instructional materials and translate lesson plans into learning experiences to best utilize the available time for instruction.
* Communicate consistently with families concerning academic, social, and behavioral goals
* Administer formative and summative progress evaluations to demonstrate the effectiveness of instructional practices.
* Assist in maintaining classroom management
* Perform other duties as assigned

**Qualifications**

* Required License: 1-Year Educational Aide Permit
* Ability to work independently and in a team environment
* Excellent oral and written communication and human relations skills
* Ability to build relationships with students, parents, colleagues, and outside organizations
* Ability to meet all deadlines and prioritize projects

**Interested candidates should contact;**

Wes Kremer

Human Resources Director

Oakstone Academy School

[WKremer@ccde.org](mailto:WKremer@ccde.org)

CCDE/Oakstone Academy School is an Equal Opportunity Employer.