

Position - Campus Aide

CCA Background

Columbus Classical Academy is a Hillsdale College Curriculum School that opened in August of 2023. We are the first private, classical, school in the central Ohio region serving grades K-9 in 2024-2025 and adding a grade each year until we are K-12. CCA is seeking a qualified, passionate, and detail-oriented individual to serve as the school's Campus Aide.

The Campus Aide is a salaried, exempt position with a 12-month work schedule. Salary will be set annually on a performance-based schedule and reports to the Assistant Principal.

Major Function

The Campus Aide serves a utility role on campus and has a variety of duties which may change on a daily basis. Like all adults on the campus, the primary responsibility of the Campus Aide is to support a safe environment for students through general supervision.

The Campus Aide will be responsible for daytime custodial services, light maintenance, and operational support

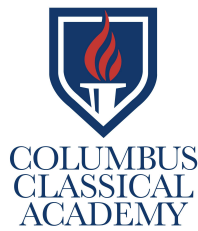
Responsibilities include but are not limited to:

Essential custodial functions as required

- Check all bathrooms for cleanliness and restock supplies as needed throughout the day
- Vacuum classrooms, hallways and stairs, clean all hard surfaces, wash windows and glass
- Take out all trash as required
- Mop floors
- Sweep sidewalks
- Clean kitchenette
- Break down boxes and take to dumpster
- Clean all bathrooms daily
- Clean Great Hall and Gymnasium floors
- Pick-up trash around campus grounds

Essential maintenance functions as required

- Minor maintenance around the school
- Minor plumbing
- Plunging clogged toilets
- Minor repair of walls as needed
- Put up pictures
- Change batteries, bulbs, and etc



- Replace fluorescent bulb ballasts
- Projects as assigned

Essential Operational Support

- Put together furniture
- Assist with maintaining FFE inventory
- Monitor grounds
- Monitor hallways
- Duties as assigned by the Assistant Principal
- Set up tables and chairs
- Take down tables and chairs
- Set up/tear down for events
- Set up cones as needed for traffic flow
- Assist with classroom maintenance, rearranging desks and furniture as requested

Minimum Qualifications

- High school diploma or General Education Development (GED) exam required
- Love for learning new things and desire to understand the classical model of education
- Knowledge of cleaning equipment, products, techniques and standards
- Skill in using cleaning products and equipment
- Skill using all manner of tools to do minor maintenance work
- Skill in following verbal and written instructions
- Effective communication skills, both verbal and written
- Flexibility, organization, decision-making and problem-solving skills
- Interpersonal skills relating to the student body, faculty, other staff, and guests
- Ability to meet deadlines, work on multiple projects and coordinate the work of others
- Knowledge of school policies on immunization, medication, first aid, emergencies and child abuse/neglect
- Ability to demonstrate, uphold, and promote in daily interactions a commitment to CCA's mission and vision, and the moral character and civic virtue CCA embodies

Application Process

Please submit the following in a single email to Mrs. Sarah Spaulding, Principal:
sspaulding@columbusclassical.org including:

- Cover letter that includes how you learned about Columbus Classical Academy, why you want to work at Columbus Classical Academy, and your salary requirements
- Resume/curriculum vitae
- Three professional (or academic, if a recent graduate) references including email address and phone number for each reference



Compensation, Benefits, & Hiring

Pay is competitive and commensurate with experience and qualifications. The anticipated start date for this position is July 1, 2024.

Benefits offered for full-time employees include health benefits, 401k, paid vacation, personal days, and paid holidays. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Columbus Classical Academy does not unlawfully discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, biological sex, age, national origin (ancestry), disability, military status, or for any other unlawful discriminatory reason.