

JOB DESCRIPTION

Capistrano Valley Christian Schools
32032 Del Obispo Street
San Juan Capistrano, CA 92675



Job Title	Elementary Instructional Assistant		
Program/Department	Elementary		
Reports to	Elementary Principal	Compensation	\$22.49/hour
FLSA Classification	Non-Exempt	Job Type	FT, 35 hours/week
W/C Classification	8868	Job Schedule	10-month
Summary			
Elementary Instructional Assistants are essential to the success of CVCS, its educational programs, faculty and students.			
Essential Job Functions			
Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. • Provides instructional support to students within the classroom and leads teacher-directed small-group activities as needed. • Assists the classroom teacher with grading, filing, photocopying, preparation of materials, and other organizational tasks as assigned. • May provide classroom coverage or substitute for the classroom teacher during absences, as directed by administration. • Uses the school-issued walkie-talkie to communicate with the front office and other staff members as needed. • Maintains primary responsibility for the assigned classroom while assisting other staff members during available downtime, as appropriate. • Provides appropriate supervision and redirection to students during lunch and recess, including addressing minor behavioral concerns in accordance with school expectations. • Supervises students and promotes their safety while transitioning through hallways and during lunch and recess periods. • Monitors and maintains recess equipment, ensuring that equipment is safe, organized, and readily available for student use. • Inspects balls, jump ropes, hula hoops, and other recess equipment for appropriate condition and returns equipment to the designated storage rack after use. • Ensures all recess equipment is properly stored following the final lunch/recess period and secured underneath the stairs following morning recess.			

- Communicates student safety concerns, behavioral concerns, and other relevant issues to the appropriate teacher or administrator in a timely manner.
- Communicates concerns regarding incomplete, late, or inadequately completed student work to the classroom teacher.
- Prepares and assembles student take-home packets and other materials as directed by the classroom teacher.
- Assists in preparing and organizing materials for the Art Masters program.
- Attends staff, department, or other meetings as required or requested.
- Performs other related duties and responsibilities as assigned by the classroom teacher or administration.

Qualifications

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the CVCS Statement of Faith and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Active member in good standing in a local Christian church.
- Consistent in modeling the qualities of a Christian mentor who embodies the values which create our CVCS culture.
- Service-oriented with a demonstrated ability to establish and maintain effective, supportive, and positive working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Commitment to observe and comply with all policies, procedures and directives governing school operations in collaboration with school staff, faculty and administration.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Exercise confidentiality, good judgment, and discernment.
- Must successfully pass a background investigation.
- Must successfully pass a drug test.

Supervisory Responsibilities

- This role has no supervisory responsibilities.

Education & Experience

- High School Diploma required; Bachelor's degree preferred.
- Previous experience in teaching or substitute teaching preferred.
- Current/Active CPR and First Aid certification (can be obtained after hire).
- Employee must be able to efficiently operate a desktop/laptop computer and other standard office and classroom equipment, including copier, telephone, intercom, projectors, and audio systems, Microsoft Office, Google's "G Suite for Education," and RenWeb/FACTS Student Information Systems.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. • While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk. • Position requires prolonged standing and sitting, bending, stooping, and stretching. • Hand-eye coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator, and other office equipment is regularly required. • This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 50 lbs.
Mental Demands
• Employee must be able to give, receive and analyze information, prepare written materials, and input and export digital information. • Employee must understand people and effectively communicate with them, answering questions in a professional and friendly manner. • The position requires public contact and excellent interpersonal skills. • The employee must be able to make effective decisions in the supervisor's absence.
Working Conditions
• Employee works in a typical school setting. The employee must be able to multitask, as student needs frequently need attention during a typical school day. • Employee may be required to work overtime. • Employee is, during work hours, always vigilant as a supervisor of children. • The employee is always a positive representative of CVCS, and a positive role model to students and parents.
Additional Information
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Capistrano Valley Christian Schools (CVCS) does not discriminate based on race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.
CVCS Culture
• Christ – We are not legalistically pious, rather, we believe as it says in John 10:10 that Jesus offers a model for how to live and love with a beautiful combination of grace and truth.

- **Intelligent Curiosity** – Our teachers and students are serious about learning, and enjoy the pursuit of understanding what is true and good across all curricula.
- **Excellence** – We care about doing our best in all elements of our programs. Being anything less than the best version of ourselves in academics, athletics, and the arts is not an option.
- **Relationships** – Adults care about our students and invest in their lives not just as teachers, but as mentors. Students love their teachers, and the result is a deep sense of connection.
- **Authenticity** – Subtle or even overt pretention is not uncommon in the world today. Our community is uniquely comfortable, approachable, and down-to-earth.
- **Positivity** – Our community is a happy place with happy people. There is a general sense of joy that is noticeable in the attitudes of everyone from the front office to the classroom and everywhere in between.
- **Enthusiasm** – There is an incredible sense of energy on campus that is contagious across every grade level and program. We do things with passion at CVCS!
- **Service** – The people of CVCS care about others and embody a spirit of selflessness.
- **Humility** – We want to be the best at everything we do, but as Christians, we give glory to God for all good things. We exist to glorify God and enjoy Him forever.
- **Fun** – Learning, sports, the arts, and social life are meant to be enjoyed—CVCS is made up of fun people who create a truly warm and engaging environment!
- **Risk-taking** – We believe students are in the process of becoming who God has created them to be, and we see failure as one of the most valuable opportunities to grow in our humanity.
- **Patience, Gentleness, and Kindness**—These fruits of the spirit listed in Galatians 5 are attributes we aspire to embody in all our daily interactions.
- **Balance** – We are high achievers who aspire to (and achieve) elite performance in all disciplines, but we place an emphasis on balance so that students are not so stressed out that they don't enjoy learning and don't have time to enjoy being kids.

Revised Date: 09/17/2026