

Building Aide

Job Summary:

Manheim Christian Day School is seeking a compassionate and dedicated building Aide to support our teachers and students in a Christ-centered learning environment. The Classroom Aide will assist with instructional activities, classroom management, and the spiritual development of students, helping to create a nurturing, orderly, and God-honoring space for learning.

Key Responsibilities:

- Assist the classroom teachers with daily instructional tasks and classroom routines.
- Work with individual students or small groups to reinforce learning objectives.
- Help prepare classroom materials, displays, and resources.
- Supervise students in the classroom, during recess, lunch, and transitions as needed.
- Support classroom management by helping maintain a calm and respectful atmosphere.
- Encourage and model Christ-like character in interactions with students and staff.
- Assist with student data, record-keeping, and other administrative tasks as requested.
- Maintain confidentiality and professionalism in all matters concerning students and staff.

Preferred Qualifications:

- High school diploma or equivalent; additional coursework in education or child development preferred.
- Prior experience working with children in an educational setting is a plus.
- A personal and growing relationship with Jesus Christ and a lifestyle that reflects Christian values.
- Ability to take direction from the classroom teacher and work collaboratively with school staff.
- Strong communication, patience, and organizational skills.
- A heart for ministry and a passion for supporting student growth—academically, emotionally, and spiritually.

Spiritual Expectations:

- Attend and participate in staff devotions and chapel services.
- Demonstrate a Christ-centered attitude and serve as a role model for students.
- Support the school's mission and statement of faith in word and action.
- Pray for students and the school community as part of your daily role.