

# Job Posting: Kindergarten Classroom Aide

## Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic. Our school has developed a philosophy and approach that allows our teachers to teach the students and not just the material.

The Academy is seeking an energetic and compassionate Kindergarten classroom aide or co-teacher whose values and work ethic are aligned with our organizations mission and purpose. This position requires the ability to work with the teacher toward the educational and emotional progress of the students in the classroom.

## Job Requirements

### SKILLS/DUTIES:

- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Ability to listen and capture important details.
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Ability to work and make judgments independently and take initiative.
- Working as a team with classroom teacher
- Implementing lesson plans and age-appropriate activities
- Supervising and interacting with children
- Assisting with classroom lunchtime
- Creating loving and supportive environment which enhances learning
- Preparing classroom for next day (cleaning, gathering materials, etc.)

This is a full-time, hourly position. Benefits are available.

### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

### EDUCATION:

High School Diploma/ GED required for Aide position

Bachelor's degree for Co-Teacher

### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 50 pounds occasionally.

### WORK EXPERIENCE:

- A minimum of one years' experience working with children.
- Prior experience in a school or educational organization will be helpful.

### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

## Job Posting: High School Math Teacher

### Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic. Our school has developed a philosophy and approach that allows our teachers to teach the students and not just the material.

The Academy is seeking a dedicated and engaging High School Math Teacher whose values and work ethic are aligned with our organizations mission and purpose. This position requires an instructor who is able to teach different levels of high school mathematics including Algebra and Geometry.

### Job Requirements

#### SKILLS/DUTIES:

- Ability to work and make judgments independently and take initiative.
- Effectively plan and execute lessons
- Creating a supportive and engaging environment which enhances learning
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Ability to listen and capture important details.
- Teachers will engage in professional development training and collaborative learning opportunities for growth in professional relationships.

This is a full-time position. Benefits are available.

#### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

#### EDUCATION:

Bachelor's degree in relevant field (Required)

#### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 50 pounds occasionally.

#### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

# Job Posting: Maintenance Personnel

## Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic.

The Academy is seeking dedicated and efficient Custodial & Maintenance Personnel whose values and work ethic are aligned with our organizations mission and purpose. This position provides care for the school building including cleaning, care for the floors and light maintenance.

## Job Requirements

### SKILLS/DUTIES:

- Effectively multi-task and establish priorities
- Detail-oriented with organizational skills.
- Ability to listen and capture important details.
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Demonstrate good work habits, including attendance and punctuality.
- Ability to work and make judgments independently and take initiative. Self-starter that requires little supervision.
- Have experience and knowledge of custodian equipment, cleaning chemicals and procedures for tile floor and carpet care.
- Able to perform a complete range of housekeeping duties without close supervision.

This is a full-time position. Benefits are available.

### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

### EDUCATION:

High School Diploma/ GED required.

### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for large portions of the day. Must be able to lift from floor to waist up to 50 pounds.

### WORK EXPERIENCE:

- A minimum of one years' experience in a similar role.
- Prior experience in a school will be helpful.

### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

## Job Posting: Health & PE Teacher

### Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic. Our school has developed a philosophy and approach that allows our teachers to teach the students and not just the material.

The Academy is seeking a dedicated and engaging Health & PE Teacher whose values and work ethic are aligned with our organizations mission and purpose. This position provides instruction and directs activities in physical education for students in 5th-12th grade. As well as providing Health & Wellness instruction at the High School level.

### Job Requirements

#### SKILLS/DUTIES:

- Ability to work and make judgments independently and take initiative.
- Effectively plan and execute lessons
- Creating a supportive and engaging environment which enhances learning
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Ability to listen and capture important details.
- Teachers will engage in professional development training and collaborative learning opportunities for growth in professional relationships.

This is a full-time position. Benefits are available.

#### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

#### EDUCATION:

Bachelor's degree (Required)

Prior teaching experience is preferred.

#### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 50 pounds occasionally.

#### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

## Job Posting: Sponge Room Class Teacher

### **Job Summary**

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic. Our school has developed a philosophy and approach that allows our teachers to teach the students and not just the material.

The Academy is seeking an energetic, compassionate and creative Sponge Room Teacher whose values and work ethic are aligned with our organizations mission and purpose.

### **Job Requirements**

#### SKILLS/DUTIES:

- Effectively multi-task and establish priorities with a calm demeanor through both slower and busier periods of the day.
- Effectively plan and implement lesson plans and age-appropriate activities.
- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Ability to work and make judgments independently and take initiative.
- Maintains the physical and emotional safety and well-being of students.

This is a full-time, hourly position. Benefits are available.

#### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

#### EDUCATION:

High School Diploma/ GED required.

#### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 30 pounds occasionally.

#### WORK EXPERIENCE:

- A minimum of one years' experience working with children.
- Prior experience in a school or educational organization will be helpful.

#### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

## Job Posting: Athletic Director

### Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic.

The Academy is seeking an enthusiastic part-time Athletic Director whose values and work ethic are aligned with our organizations mission and purpose. This position provides overall leadership and coordination among the various teams to facilitate sports programs that provide the students with worthwhile learning experiences.

### Job Requirements

#### SKILLS/DUTIES:

- Assist coaching staff by attending school sporting events.
- Scheduling appropriate parts of sporting events i.e. referees and booking game fields
- Communicate clearly with students, parents and coaches as needed.
- Coordinate game schedule and contracts for all sports.
- Submit contracts to the Kentucky Christian Athletic Association (KCAA) and stay up-to-date on all KCAA guidelines.
- Check academic eligibility as it relates to school policy.
- Ability to work and make judgments independently and take initiative.
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Ability to listen and capture important details.

This is a part-time position. Part-time benefits are available.

#### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

#### EDUCATION:

High School Diploma/ GED required.

Minimum of 1 year of experience is required.

#### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 50 pounds occasionally.

#### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)

# Job Posting: Front Office Receptionist

## Job Summary

At the Academy for Individual Excellence, we strive to enable children to achieve their individual best, thriving in a family-centered educational community focused on engagement, accountability, compassion and work ethic.

The Academy is seeking an energetic and compassionate school receptionist whose values and work ethic are aligned with our organizations mission and purpose. The ideal candidate would execute a diverse range of administrative and clerical duties for the school's main office, creating a professional, supportive environment for all students, parents, staff and other visitors who enter the school.

## Job Requirements

### SKILLS/DUTIES:

- Possess skill in various office duties including answering a multi-line telephone, maintaining files and basic computer skills.
- Effectively multi-task and establish priorities with a calm demeanor through both slower and busier periods of the day.
- Detail-oriented with organizational skills.
- Strong verbal and written communications skills.
- Ability to listen and capture important details.
- Team player with good interpersonal skills that has the ability to interface with all levels of staff, students and parents.
- Ability to work and make judgments independently and take initiative. Self-starter that requires little supervision.

This is a full-time position. Benefits are available.

### OTHER QUALIFICATIONS:

Valid driver's license and reliable transportation

### EDUCATION:

High School Diploma/ GED required.

### PHYSICAL DEMANDS:

Must be able to bend, stoop, push, pull, reach, sit, climb, stand, and walk for periods of time. Must be able to lift from floor to waist up to 10 pounds, up to 30 pounds occasionally.

### WORK EXPERIENCE:

- A minimum of one years' experience in an administrative role (preferred)
- Prior experience in a school or non-profit organization will be helpful.

### HOW TO APPLY:

Interested candidates should email their resume and reference to [info@aiexcellence.com](mailto:info@aiexcellence.com)