



## **Job Description: Instructional Assistant**

Ashley River Classical Academy (ARCA) is hiring its founding faculty to teach its students when it opens in ARCA in August 2025. ARCA is a tuition-free, public, classical charter school. It is part of the [Barney Charter School Initiative](#) of Hillsdale College, a network of classical charter schools united by curriculum and purpose. ARCA will initially open K-5 and grow to K-12 by adding one grade level each year. ARCA is now accepting applications from new and experienced educators for all K-5 positions.

Each faculty member is a professional who is esteemed and supported by a faculty of colleagues striving for excellence. The faculty is entrusted with practical implementation of the mission of ARCA: **Our mission is to train the minds and hearts of our students through a content-rich classical education in the liberal arts and sciences, with a focus on fostering moral character and civic virtue.**

Instructional Assistants support teachers throughout the Lower School (K-5) through assisting in classroom instruction, record keeping, preparation for lessons, supervision of students, and other duties as necessary.

### Primary duties and responsibilities include:

- Tutoring and/or testing students one-one-one or in small group settings
- Assisting teachers with lesson preparation and teaching in the classroom
- Supervising students during arrival, dismissal, recess, lunch, and other times throughout the day
- Assisting the teacher with tasks such as preparing resources for lessons, grading, printing and copy making, and record keeping
- Maintaining high expectations for both academics and behavior through a commitment to schoolwide policies and procedures and the classical model

### Qualities and characteristics of a successful Instructional Assistant:

- High school diploma or higher
- Experience working in a school setting
- Knowledge of the classical model of education
- High moral character
- Thoughtfulness and a love of learning



## Salary and Benefits

- Competitive salary commensurate with experience and expertise
- Benefits include health, dental, and vision insurance, and retirement

If interested, send a cover letter, a resume and a list of references to Head of School, Mrs. Spry at [careers@ashleyriverclassical.org](mailto:careers@ashleyriverclassical.org).