Job Title: Classroom Coordinator  
Reports to: Coordinator Supervisor, Principal  
Salary: $13.25 per hour  
FTE: 1.0 (40 hrs/week)  
Location: Lyceum Campus Loveland Classical Schools  

Position Description:  
The Classroom Assistant is a non-exempt position. Classroom Assistants exemplify high moral character and embrace the core values of the school. They are employed at-will and operate as professionals within the guidelines established by the School Charter and the BOD.

Essential Duties and Responsibilities  
● Work in close cooperation with the teacher to provide an engaging classroom culture:  
● Motivate and encourage learning, and proper classroom behavior  
● Develop positive relationships with parents to encourage parental involvement with the school, facilitate volunteerism, and welcome parents into LCS  
● Assist students in forming good habits as they write, read, work with subject materials, and take part in a learning environment  
● Reinforce language of learning and instructional vocabulary  
● Support discipline procedures using encouraging language, LCS character sayings, and by supporting the school motto, “Let us falter that we may flourish”  
● Reinforce instruction by working with small groups and/or individual students, as teachers direct  
● May assist in special classes outside the regular classroom  

Maintain organizational system for classroom including but not limited to the following:  
● Take attendance  
● Ensure classroom is prepared for academic instruction  
● Maintain cleanliness of the room  
● Prepare class materials and correct student work, as directed by teachers  
● Assist in organizing and maintaining student records  
● Ensure all students, including those absent, receive communications and assignments  

Supervise students including but not limited to the following:  
● Before and after school student supervision and traffic duties  
● Lunch and recess duties  
● Escort students to special classes, health office, and restroom  

Other Duties:  
● Reinforce communication between parents and teachers  
● Support efforts of teachers to assist struggling students  
● Create and deliver instructional support with guidance and direction of teacher  
● Demonstrate character values  
● Speak and write lucidly and grammatically  
● Attend requested meetings  
● Other responsibilities as delegated by the Supervisor, Principal, and/or teachers
Minimum Job Requirements
- High School Diploma or equivalent
- Demonstrates competency in at least one of the core subjects

Desired Job Characteristics
- Enthusiasm, patience, energy, responsibility, adaptability, organizational skills
- Bachelor’s Degree

Employment Information
- This is an AT-WILL employment position. This means that the employee may be discharged for any reason or no reason at any time at the will of the school.
- This position will be non-exempt, meaning that the employee must be compensated for all hours worked over 40 hours per week, and the premium (time-and-one-half) rate of pay.
- LCS is an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis, including race, creed, color, age, religion, or national origin.