

**Job Title:** Bainbridge Campus Assistant

**Position Type:** Part time (Aug-May; 10 months)

**Reports to:** Head of School

**Start Date:** August 2020



**HERITAGE**  
CLASSICAL ACADEMY

**Job Summary:** Heritage Classical Academy is seeking a qualified **Campus Assistant** for the Bainbridge Campus. Applicants should possess a vibrant Christian testimony demonstrating a growing relationship with Jesus Christ. Applicants should also fully support HCA's Statement of Faith and be excited about the great tradition of classical Christian education. The ideal candidate will exude a love for children and be a warm and welcoming spirit. This position will assist the Campus Coordinator, Principal, and Facilities Manager in daily operating activities.

**Job Responsibilities:**

- Conduct oneself with Christ-like professional behavior
- Support the administration and teaching staff, engendering a culture of Christian charity and joy
- Perform administrative duties, e.g. pickup and drop off
- Assist with daily operating activities, such as lunch, recess, and cleaning
- Demonstrate a biblical model of work via punctuality, consistency, servant leadership, and modesty

**Job Requirements:**

- Full support of Heritage's Statement of Faith, Mission, and Vision statements
- Bachelor's degree
- Familiarity with the classical model
- Strong written communication and interpersonal skills
- Strong organizational skills

**Application Process:** Interested applicants should submit the following documents to Heidi Butts at [heidi.butts@heritageclassicalacademy.org](mailto:heidi.butts@heritageclassicalacademy.org).

- Cover Letter
- Resume