



## ELEMENTARY CLASSROOM ASSISTANT

### Job Details

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**Location:** Oklahoma Christian Academy - Edmond, OK

**Job Category:** Faculty

**Position Type:** Full Time, 10-month Contract

### Job Description

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#### General Description

Oklahoma Christian Academy is seeking classroom assistants for the 2026-'27 school year.

The ideal candidate will cultivate a positive, engaging classroom environment, inspire a genuine love of learning, and work closely with lead teachers to support student growth — academically and spiritually. The successful candidates will report directly to the assigned classroom teacher and will be responsible for all duties assigned.

#### Qualifications

- Experience as a classroom assistant preferred
- Faithful student of the Bible
- Ability to work in a team environment
- Commitment to student growth and development
- Experience with technology
- Passion for understanding parents and a desire to help students
- Acceptance without reservation of the [OCA mission and vision](#)

#### Duties and Responsibilities

- Help Teachers with lesson preparation, including collecting materials and setting up equipment
- Reviewing lessons or lectures with students on a one-on-one basis or in small groups

- Supervising students in class, between classes, at specials, during recreation periods and field trips
- Giving extra help to students who need special accommodations or are struggling with a concept
- Collaborating with lead teachers to identify students' issues and recommend solutions
- Observing state, school and class rules and regulations

### **Benefits**

- Competitive salary and benefits package
- Opportunity to make a difference in the lives of students
- Collaborative and supportive work environment
- Professional development opportunities

### **Contract**

- One hundred eighty one (181) contract days / temporary contract.
- Salary: District scale

### **Application Process**

- Interested candidates should submit a resume, cover letter, and references to Principal Mary Ann Kelsey, [makelsey@ocacademy.org](mailto:makelsey@ocacademy.org)