



**Instructional Teacher Aide  
Elementary  
August 2026**

**Department:** Faculty

**Reports to:** Principal

**Hours:** Part-time, 8:45am-3:30pm or 8:45am-12pm M-F, 10 months (Mid-August through Mid-June)

**Job Summary:** Wheaton Christian Grammar School is seeking an outstanding part-time teacher to assist the teacher with the organization and instruction in the classroom. The successful candidate will be a knowledgeable and highly effective educator who can skillfully integrate his or her Christian faith with our curriculum. To be considered for this role, the candidate must be:

- A teacher who is a devoted and mature follower of Jesus Christ, so that He might be honored in our school, and that our students might be mentored by authentic Christian disciples.
- A teacher who is interested in becoming an expert in his or her field, and who is highly qualified in the instructional pedagogy.
- A teacher who is seeking to grow intellectually and professionally.
- A teacher who invites students into the great works that God has prepared in advance for us to do.
- A teacher who is ready to integrate vibrant faith with excellent academics, while providing a safe and healthy classroom environment.
- A teacher who understands and wholeheartedly supports the philosophy, objectives, and teaching position of Wheaton Christian Grammar School.

**Essential Roles and Responsibilities** include the following. Other duties may be assigned.

**Spiritual Formation:**

- Has a growing and vibrant relationship with Jesus Christ
- Demonstrates spiritual maturity and desire to mentor and disciple students
- Understands and can clearly articulate the Gospel

**Teaching and Aiding**

- Works one on one or with small groups of students in the reinforcement or enhancement of a concept the teacher has presented
- Reinforces classroom rules and helps maintain order (discipline when needed)
- Fosters an affirming yet challenging environment where innovation and creativity are celebrated
- Excellent written and verbal communication skills. Candidate must be able to convey information and ideas in a clear, concise, and professional manner
- Appropriate expertise in elementary instruction and knowledge
- Broad and diverse pedagogical skills
- Assist students with editing of writing projects
- Reteach math concepts in small groups

- Assist teachers in making up tests/classwork with students who were absent
- Assist with reading groups
- Proficient in the use of technology for teaching and learning
- Keeps state teacher licensure up to date in specific teaching endorsement(s)
- Willingness to obtain and keep ACSI teacher certification up to date
- Seeks out, attends, and participates in ongoing professional development activities

**Community Relations:**

- Willingness and desire to maintain excellent communication with parents, build interactive relationships, and address family needs within the parameters of the WCGS mission
- Willingness to participate in school-based committees, in cooperative effort with other faculty and staff
- Attends and supports school-sponsored student activities, and periodic parent partnership events
- Supports and is accountable to the Wheaton Christian Grammar School mission

**Physical Demands:**

- While performing the duties of this job, the Instructional Teacher Aide is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arm, talk, and hear. The Instructional Teacher Aide is occasionally required to stand, walk, climb, balance, stop, kneel, crouch or crawl, and taste or smell. The employee must regularly lift and/or move up to 5 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Candidate must hold a B.A. degree, valid Illinois teacher license, and agree to the key policies of Wheaton Christian Grammar School. Applicants should submit all information through our website. If there are any questions about the position, please contact Principal, Marc Painter, at [mpainter@wheatonchristian.org](mailto:mpainter@wheatonchristian.org)

*\*Applicants will not be considered until a completed application (with all required attachments) has been received.*

Revised 3.10.2026