

# MATH AIDE



Merit Preparatory Academy (a charter school in Springville, UT, serving grades 7–12) seeks two math aides to assist with study halls as well as the Math Department in the classroom.

- Two part-time positions
- Wage: \$16/hour

To apply, send your resume and qualifications to:

 [mike.condie@meritacademy.org](mailto:mike.condie@meritacademy.org)

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## RESPONSIBILITIES

- Assist with the proper quiet study atmosphere for Mathematics Study Hall.
- Perform record keeping as required.
- Assist with the Code of Conduct and other school policies.
- Work and cooperate with teachers in structuring daily assignments for Mathematics students (emails and teacher communication, collection of study materials, etc.).
- Inform Mathematics Department Chair of any unusual circumstances that occur during Mathematics Study Hall.
- Assist with breakfast/lunch supervision.
- Perform other reasonably-related duties assigned by the School Director.

## QUALIFICATIONS

- Education – High School Diploma (minimum)
- Mathematical knowledge including Algebra, Geometry, and Trigonometry
- Basic interpersonal relations and organizational skills
- Experience with working on computer systems
- Strong communication and interpersonal skills
- Strong follow through on tasks and follow up on individual student needs

[www.meritprepacademy.org](http://www.meritprepacademy.org)