

St. Peter & St. Paul Catholic School
Elementary Instructional Aide

POSITION SUMMARY:

The Teacher/Instructional Aide will assist the teaching staff in the classroom:

1. To provide additional instructional help and reinforcement to individual students or small groups.
2. To assist the teaching staff in and beyond the classroom
3. To relieve the teaching staff of or assist with routine clerical and management duties.
4. To assist the Teacher in planning and supervising activities for the children.

POSITION SCOPE and ACCOUNTABILITY: Teacher, Principal, Vice-Principal

PROVIDES DIRECTION TO: Students, with teacher direction

SUMMARY OF ESSENTIAL JOB FUNCTIONS: The needs of each classroom Teacher differ. The specific tasks of an aide will also differ from Teacher to Teacher and classroom to classroom.

They may include, but not be limited to the following:

1. Providing individual or small group instruction as directed by the Teacher.
2. Preparing instructional materials such as games, worksheets, flashcards, learning centers, etc.
3. Assisting students in following directions, special reports, reference work, reading materials, etc.
4. Accompanying the class on field trips, if requested to do so by Teacher and/or Principal.
5. Assisting with the monitoring of classroom behavior and discipline.
6. Supervising students before school, during recess, and during lunch and after school as assigned.
7. Assisting Teachers in maintaining a neat, orderly, clean and organized learning environment.
8. Assisting with the distribution of materials.
9. Performing other tasks as directed or assigned by the Teacher or Principal
10. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Maintain a satisfactory attendance record.
2. Be familiar with policies and procedures as outlined in the Diocesan Employee Handbook, Policy Handbook and Faculty/Staff Handbook.
3. Demonstrate a love of children, a willingness to serve, and professional demeanor.
4. Maintain student privacy, dignity and confidentiality.
5. Be flexible to changing needs of administration, staff, students, classroom situations.
6. Attend staff inservices as directed by Principal.
7. Promptly report any concerns regarding students or classroom to the Teacher and/or Principal.
8. Exhibit a knowledge and understanding of the Catholic school as a ministry of the church.
9. Follow Diocesan/School dress code for Staff.
10. Ability to intervene in student altercations.
11. Ability to react quickly to assist students in an emergency situation.
12. Ability to transport 25 lbs. in student work or teacher edition textbooks.
13. Comply with completion of all trainings (CPR, First Aid, Safe Environment)

QUALIFICATION GUIDELINES:

1. Must be 21 years of age with a minimum of a high school diploma (GED).
2. Early Childhood Education or other college credit is preferred.
3. Must be interested and able to work with children and be willing to further education as needed.
4. Must demonstrate knowledge of the developmental needs of children, along with a general knowledge of curriculum.
5. Must be a warm, caring individual, capable of handling children and stressful situations.

Please submit resume to: **St. Peter & St. Paul Catholic School**
9135 Banyan Street
Alta Loma, CA 91737
(909) 987-7908
Attn: Kelly Burt, Principal
kburt@sbdioocese.org