



St. Peter & St. Paul Catholic School, Alta Loma
Instructional Aide
\$16.50/hr

POSITION SUMMARY: To provide a safe and secure environment for students; to provide a quiet atmosphere for students to begin homework; to provide supervision for students while in attendance at extended care; to service the needs of the working parents. To work in cooperation with, and under the leadership of the School Principal, to meet the needs of students in the before and after school program.

POSITION SCOPE AND ACCOUNTABILITY: School Principal, Assistant/Vice-Principal

PROVIDES DIRECTION TO: Students

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

1. Maintain Extended Care rules for constant supervision of all students.
2. Enforce daily sign in/out procedures for students and parents.
3. Plan and execute a daily schedule, which may include organized activities, crafts, academic enrichment, homework time, and snacks.
4. Maintain cleanliness and housekeeping of Extended Care facilities in clean, sanitary, and operable condition.
5. Lock and secure all Extended Care facilities prior to leaving school premises.
6. Exhibit a knowledge and understanding of the Catholic school as a ministry of the parish.
7. Other duties as assigned by Administration.
8. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.

SUMMARY OF PERIPHERAL JOB FUNCTIONS:

1. Ability to work hours needed by school.
2. Maintain a satisfactory attendance record.
3. Be familiar with policies and procedures outlined in Diocesan and school handbooks.
4. Arrive on site 15 minutes before scheduled shift, for preparation and planning.
5. Inform Extended Care Director/Principal of behavior problems exhibited by students.
6. Attain understanding of all relevant laws and regulations regarding Extended Care for students.

7. Bring needed repairs or safety issues to the Director and/or Principal.
8. Ability to intervene in student altercations.
9. Ability to react quickly to assist students in an emergency situation.
10. Ability to transport 25 lbs. in student work or teacher edition textbooks.
11. Comply with completion of all trainings (CPR, First Aid, Safe Environment)

QUALIFICATION GUIDELINES:

1. Must be 18 years of age with a high school diploma or GED.
2. Must be interested in working with children and demonstrate an understanding of the developmental needs of children.
3. Must be a warm, caring person capable of assisting children.

EDUCATION/TRAINING: Willing to further education as needed (attend staff professional development)

SPECIAL REQUIREMENTS: Fulfill Diocesan requirements: PMFP classes as required; Safe Environment requirements; TB clearance, Hepatitis B shots/waiver, First Aid/CPR training, all required forms signed. Notwithstanding, employment relationship is setting forth a one-year term, it is understood that this employment agreement is “at will” and may be terminated by either party at any time before, during, or after the commencement of the school year. Written notice of termination/resignation shall be made in writing by the moving party, stating the effective date of termination/resignation.

Send or Drop-Off Resume:

St. Peter & St. Paul Catholic School
9135 Banyan Street
Alta Loma, CA 91737
(909) 987-7908
Diana Armenta, Principal
darmenta@sbdiocese.org