



St. Mary Catholic Schools
Grades P3-12

POSITION DESCRIPTION

Job Title: Instructional Aide

Reports to: Principal

Job Summary: The Instructional aide assists the teacher in daily activities.

Qualifications:

- Experience working with children
- High school diploma with four year degree preferred
- Active participation with the ongoing Foundational Catechetical Certification process
- Submission to legal background check, completion of Virtus training and agreement with the Pastoral Code of Conduct

Skills Required: Good communication and organizational skills, demonstrates faith commitment

Duties and Responsibilities:

- Assists the teacher with program activities
- Prepares materials to be used in the class/activities
- Assists the students with their activities by providing guidance and help
- Is knowledgeable of age appropriate activities and discipline methods for children
- Supervises the students and provides discipline as needed
- Provides help with the daily maintenance of the classroom.
- Performs other duties that may be assigned by the principal
- Helps with the daily clean up of the rooms to maintain cleanliness and safety
- Assists and/or helps sick or injured students
- Assists classroom teacher with maintaining the educational environment

I accept the above responsibilities and by signature indicate my willingness to enthusiastically participate in the faith life of the SMCS community. I can perform the above duties with or without reasonable accommodation.

Signature: _____

Date: _____