

POSITION NAME: Instructional Aide	SCHOOL: St. Gregory the Great Catholic School
REPORTS TO: Principal	CLASSIFICATION: Part Time & Non-Exempt
HOURS: Monday, Wednesday, and Friday 7:45 am – 3:30 pm when school is in session	

**JOB SUMMARY:**

The Catholic School Instructional Aide serves as a teacher of and witness to the Catholic faith while also supporting classroom teachers by assisting with instruction, classroom management, and clerical tasks as well as assisting with school wide procedures and routines.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:** *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)*

1. Is joyfully committed to the teachings of the Catholic Church and lives out a plan for ongoing personal spiritual development
2. Guides students, through word, actions, and personal witness, to develop a personal relationship with Jesus
3. Maintains positive and Christ-like relationships with students, parents, colleagues, and supervisors
4. Adheres to a standard of behavior and attire both in and out of school that reflects the teaching ministry of the Church
5. Works with students, either in small groups or individually, who need additional instruction and/or enrichment opportunities
6. Prepares materials and equipment for activities
7. Discusses students’ progress with their teacher
8. Oversees students outside of the classroom during recess, lunch, during field trips, and related activities
9. Operates equipment including computers, printers, photocopiers, and laminators
10. Enforces school rules and policies
11. Attends staff meetings, professional development, and training sessions as required
12. Fulfills school duties as assigned

**JOB SCOPE:**

This position engages in a variety of tasks, including duties that have pre-established standards and guidelines as developed by the Principal. The Instructional Aide works under close supervision but is required to be able to complete tasks independently and with minimal direction once procedures have been established. In addition, the Instructional Aide works collaboratively with other School and Parish employees. The Instructional Aide is required to effectively and openly communicate with internal and external entities, either by providing answers to questions or by referring inquiries to the teacher or principal. A high level of confidentiality is required in this position.

**SPECIFIC JOB SKILLS:**

Strong written and oral communication skills, interpersonal skills, time management/organization skills, and technology skills  
Demonstrated skill and patience when working with children of all ages  
Commitment to and practice of the Catholic Faith

**EDUCATION AND/OR EXPERIENCE:**

It is recommended but not required that the Instructional Aide holds an associate's degree.  
It is required that the Instructional Aide complete the Virtus: Protecting God's Children Training.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to move around the classroom and supervise students both in the classroom, as well as on the playground, in the lunch room and/or at school activities and events. Playground and lunch room supervision require standing and moving around for extended periods of time. This job also requires the employee to view a computer monitor for periods of time. Occasional lifting of 20 pounds or less.

**WORKING ENVIRONMENT:**

Work is performed mostly in a standard school setting. School is located in a multi-story building with limited access to an elevator as well as in the separate and adjacent parish hall. Work is generally performed during normal school business hours. Recess and other school activities are held outdoors as weather permits.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SUPERVISES:**

None