

Holy Family Catholic School
INSTRUCTIONAL AIDE
JOB RESPONSIBILITIES
Pay Range: \$17.00- \$23.90 per hour

Reports to: Lead Teacher(s), under Principal

Responsibilities

Student Learning Support

- Spend a minimum of 50% of time assisting students
- Works with small groups and/or individuals for specific needs as directed by the teacher:
 - To reinforce assignments
 - To give remedial help
 - To provide enrichment
 - To provide differentiation and accommodations
 - To conference with students and assist with writing
- Lead learning activities assigned by teacher
- Assist the teacher in the classroom where appropriate: cooperative learning situation, math instruction, reading instruction, etc.

Administrative duties

- Prepare classroom for use at the beginning of the school year
- Help correct papers
- Assist in preparing student folders
- Display children's work
- Help prepare and assist in cleaning up class projects
- With approval of Principal, substitute for teachers as necessary
- Help plan, organize, and attend class field trips
- Clean up classroom for the summer

Student Supervision

- Supervise recess and lunch
- Transfer students to and from classrooms in a safe and orderly manner
- Ensure students are supervised at all times
- Attend co-curricular classes with students
- Assist with carpool as assigned

Communication and Collaboration

- Collaborate with teacher, makes suggestions and give feedback regarding student progress
- Be present in school and available for all assigned duties during agreed upon work hours occurring between 8:00 am – 2:15 pm, Monday through Friday of the school year
- Attend retreat, faculty meetings, and professional development only at the invitation of the Principal.
- Participate in prayer circle if during assigned hours
- Perform other duties as assigned.

Preferred Qualifications

- Interest in becoming a teacher
- Bachelor's Degree
- Catholic
- Experience working at a Catholic TK-8 school