

**Holy Family Catholic School**  
**INSTRUCTIONAL AIDE**  
**JOB RESPONSIBILITIES**

**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

**Qualified applicants should submit their cover letter, resume, letters of recommendation (1 from recent supervisor preferred), and contact information for 3 professional references to [careers@holyfamily.org](mailto:careers@holyfamily.org).**