

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Classroom Aide

FLSA: Non-Exempt

Position Summary: Under the general supervision of a teacher, this position will assist in the supervision and instruction of students in the Kindergarten, as well as the Grade 1 and 2 classrooms with the Superkids© program and math. This position will also supervise the Sacred Heart School playground during recess times.

Working Relationships: This position reports directly to the School Principal but works under the general supervision of the classroom teacher.

Working Conditions: This position is part-time while Sacred Heart School is in session. Approximately 180 days/year –Monday through Friday from 8:00 a.m. – 12:15 p.m. Work is primarily performed in a classroom environment; however daily supervision of the playground, weather permitting, will take place outdoors.

Principle Activities:

1. Assists the classroom teacher in the instruction of students in the Superkids© program and math. This may be performed by providing individual student instruction or in a small group setting.
2. Assists the classroom teacher in maintaining a well-organized, smoothly functional class environment in which students can take full advantage of the instructional program and available resources.
3. Assists the classroom teacher in the supervision and care of the students to help maintain a safe physical environment.
4. Communicates appropriately with the staff and refers all parent questions and concerns pertaining to students to the classroom teacher.
5. Assists the classroom teacher with other minor tasks as requested and as time allows.
6. Supervises student activity on the school playground during recess to ensure student and property safety.

Qualifications:

1. Must be a practicing Catholic.
2. Must hold a high school diploma or its equivalent.
3. Must enjoy working with children.
4. Must participate in the Diocesan Safe Environment Training. Fingerprinting and any other requirements shall be obtained prior to employment.

Requirements:

1. Must be able to treat confidential information about students, staff and school affairs in a professional and ethical manner.
2. Must be punctual and on time for work.
3. Must effectively communicate with students, parents and staff.
4. Must be willing to become more knowledgeable of effective and appropriate instructional practices.
5. Must utilize respectful and responsive practices with students

Approved

Date

Reviewed

Date