St. Ignatius Parish School
JOB DESCRIPTION

DEPARTMENT: St. Ignatius Parish School	**POSITION: Instructional Assistant**
CATEGORY: Non-Exempt	**Full Time Begins 2/9/23**

SUPERVISOR: Principal/Assigned Classroom Teacher

JOB SUMMARY: The instructional aide respects Catholic values and aids students in Christian formation by exemplifying Catholic/Jesuit living, both in and out of the classroom. The instructional aide is a paraprofessional hired to assist the classroom teacher by providing help in meeting individual student needs and creating the best possible learning environment. Mindful of the importance of student growth and achievement the aide assists the teacher in each student's special progress or needs. Instructional Assistants are to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. Ignatius Parish School, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The 7th grade instructional aide assists in establishing a faith-filled environment, and facilitates learning for students under the direction of the classroom teacher. English Language Arts should be a strength.

General Responsibilities under the Direction of the Classroom Teacher:

- As part of the educational ministry of the Diocese of Sacramento, participates in daily prayer and school liturgies
- Promotes student growth, achievement, and feeling of self-worth
- Assists with individual and/or small group instruction by completing assigned tasks as directed by the teacher
- Assists in cultivating an atmosphere conducive to learning
- Assists in supervising the safety and well-being of each child as assigned
- Exhibits flexibility in the day-to-day school environment
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Works cooperatively with all school personnel
- Grading, filing, data processing, small group work, yard duty, etc…...
- Performs additional duties as requested by the principal

Expectations:

Caring for the Individual, an Ignatian Instructional Assistant:

- Helps students to be conscious of their well-rounded growth as men and women for others.
- Values students as individuals and treats them with empathy.
- Demonstrates the willingness and ability to listen, developing mutual trust with students and colleagues.

- Seeks to understand adolescent psychology/behavior and the world of the adolescent.
- Holds students, others and oneself accountable to reasonable academic and behavioral expectations.

Discerning Ways of Teaching and Learning, an Ignatian Instructional Assistant:

- Collaborates with staff to enrich the learning environment.
- Strives to be a critically reflective co-worker.

Modeling Ignatian Pedagogy, an Ignatian Instructional Assistant:

- Supports conditions and opportunities for the continual interplay of experience, reflection and action.
- Supports students as they gain the skills to become life-long learners, including fostering creative and imaginative thinking.

Building Community and Fostering Collaboration, an Ignatian Instructional Assistant:

- Works in partnership with Jesuit and lay colleagues in the educational and formational program to ensure the future of Jesuit education.
- Engages in honest and respectful dialogue with colleagues on important issues of Jesuit education.
- Earns the trust of others and draws upon the work and wisdom of others in decision-making.
- Recognizes and works to overcome prejudices that impede the building of an Ignatian learning community.
- Collaborates with others in seeking the greater good for all.

Animating the Ignatian Vision, an Ignatian Instructional Assistant:

- Shares and helps to shape the school's vision and mission.
- Ensures the continual renewal of the institution.
- Responds to Christ's call to be a woman or man with and for others. Is knowledgeable of the foundational documents of Jesuit education.
- Values his/her work as a vocation to the ministry of teaching and works to promote a faith that does justice.
- Is open to the experience of the Spiritual Exercises and engages in ongoing learning and development in the principles of Ignatian spirituality and pedagogy.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree and/or college credits in education preferred but not required.

Experience: Previous classroom experience preferred but not required

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Ignatius School mission
- Displays ability to communicate clearly and effectively
- Exhibits knowledge of school operations
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Displays some proficiency in Microsoft Word, Excel, and computerized software
- Is a team player and promotes a positive culture amongst all staff
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

Salary Range: Dependent on experience $15.50-17/hr