

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Patrick Academy

POSITION: Preschool Instructional Aide

CATEGORY: Non-Exempt Hourly

POSITION STATUS: Part Time

SUPERVISOR: Preschool Director

JOB SUMMARY: The preschool aide respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the preschool director and principal and is expected to provide education to the classes and/or subjects assigned, 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. Patrick Academy**, and adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS: The preschool aide establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment.

General Responsibilities:

- As part of the educational ministry of the Diocese of Sacramento leads daily prayer
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with preschool director and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Plans instruction carefully and implements content effectively
- Organizes and prepares resources for students
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, preschool director, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- 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
- Completes all requirements with Child Care Licensing through the State of California
- Performs additional duties as requested by the preschool director and principal
- Participates in ongoing evaluation for accreditation for **St. Patrick Academy**

Record Keeping Responsibilities:

- Maintains grading/assessment records and communicates information to parents as needed
- Prepares Assessment/Evaluation for distribution at the end of each grading period
- Records daily attendance of students by making sure students are sign in and out
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

Other Responsibilities as designated by the preschool director/principal:

MINIMUM QUALIFICATIONS:**Education:**

- A fully qualified teacher having 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units specified shall include courses covering child growth and development; child, family and community; and program/curriculum.

Experience: Previous instructional experience preferred

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of **St. Patrick Academy** mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by **St. Patrick Academy**
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE