

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** St. Mel School

**POSITION:** Instructional Aide

**CATEGORY:** Non-Exempt

**POSITION STATUS:** Part-Time

**SUPERVISOR:** Principal/Assigned Classroom Teacher

**JOB SUMMARY:** The instructional aide respects Catholic values and aids students in Christian formation by exemplifying Catholic 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. Aides 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. Mel School, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The instructional aide assists in establishing a faith-filled environment, and facilitates learning for students with direction from the classroom teacher.

### **General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento, encourages daily prayer and participate in 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
- Performs additional duties as requested by the principal

### **Other Responsibilities as designated by the principal:**

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**MINIMUM QUALIFICATIONS:**

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

**Experience:** Previous instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church preferred
- Confirms knowledge of St. Mel 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 proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency and ability to integrate software
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE