

ST. ANTHONY de PADUA CATHOLIC CHURCH

Position Description Instructional Assistant

Status: Exempt – Part-Time

Reports to: Principal, Classroom Teacher

Start Date: Term Dates

Evaluation Date:

Instructional Assistants work to assist in educating, supervising, and nurturing the students of St. Anthony de Padua Catholic School. They are responsible for carrying out instructional activities, student support, and supervisory duties as assigned by the administration and classroom teacher. A high standard of professional conduct and confidentiality is required. Instructional assistants must demonstrate a nurturing, constructive and flexible approach to all aspects of their duties. Regular working hours vary within the school day and week. St. Anthony de Padua Catholic Parish is a beacon on the East side of town in this beautiful neighborhood. We would like to maintain it for generations to come and have it continue to be a place where people are honored to belong, love to send their children to school, and feel valued. The instructional assistant position is a vital link in the life of all that goes on here. Thank you for taking on these important responsibilities.

Positions Supervised:

- None

Other Working Relationships:

- Classroom teacher
- School administration
- Pastor

Job Duties/Responsibilities:

- Assist the administration and teachers with the delivery of instruction and supervision of students.
- Supervise children to ensure the safe use of equipment and facilities without endangering themselves or other users.
- Maintain appropriate boundaries and confidentiality with students and parents.
- Ensure a supportive and positive atmosphere is maintained by developing appropriate strategies to support children in managing their behavior
- Report student academic/behavioral concerns to the classroom teacher or administrator, not parents.
- Ensure that parents, caregivers, and other visitors are made to feel welcome and that they receive appropriate information and advice while maintaining confidentiality

Qualifications:

Ability to work well with children.

Ability to consistently demonstrate positivity.

Experience with leading children/youth activities.

Ability to establish and maintain effective working relationships with staff, participants, and parents.

Ability to work as a team member in a dynamic environment and organize time and workload effectively.

Ability to communicate effectively.

Ability to perform the physical requirements of the job.

Current First Aid and CPR certification

Current Safe Environment Screening (criminal background check)

A current Sub License is preferred, but not required

I, **, accept the offer of Instructional Assistant at St. Anthony de Padua Catholic Parish, South Bend, IN, and agree to the terms set forth. I understand this offer is contingent upon the results of the Safe Environment Review from the Diocesan Job Application. I also understand this is not a contract and does not provide a guarantee of employment for any period of time.

Employee Name: _____ Date: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____