

Instructional Aide Position

St. Brendan School Instructional Aide Job Description

Supervisor

Under the direct supervision of the classroom teacher, provides instructional and/or clerical services.

Responsible to: the classroom teacher under the supervision of the site Principal.

Classroom Responsibilities

To assist classroom teacher in the following:

- Provide individual and small group instruction assistance to students with or without the teacher. (ie: Reading, Math and Writing activities and/or centers)
- Assist with the organization and maintenance of an orderly and organized classroom environment, which facilitates the everyday activities and the management of the classroom.
- Demonstrate effective behavioral management strategies under the direction of the classroom teacher.
- Provide a safe environment when working with students in order to facilitate their learning.
- Assist teacher in the preparation of instructional materials such as bulletin boards, games, science materials, etc.
- Assist teacher with liturgical preparations
- Assist teacher with lesson planning as it pertains to the progress of grouped students
- Assist with enrichment and/or remedial work activities.
- Willing to learn how to check student data online
- Perform other duties consistent with the job description.

External Responsibilities

- Lunch and/or recess duty as assigned by Principal
- Support educational programs in the school site.
- Be willing learn and use Zoom and GoogleClassroom
- Other duties assigned by Principal

Other

- Work Hours are set by the site Principal, no overtime can be worked unless authorized by the principal beforehand

Evaluations

Performance evaluation is conducted by the principal, with the appropriate teacher feedback. These will be based on student rapport, classroom management techniques, teamwork, adult interaction and observance of school policy and rules.

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