Primary Grade Instructional Assistant – (Part-Time) – Saint Clement Catholic School, Diocese of Oakland

Introduction:
Saint Clement Catholic School is located in Hayward, CA. SCCS is a welcoming, inclusive, and diverse community where students encounter Christ in a rigorous curriculum that educates the whole child. Saint Clement School community believes that a Catholic education is one of the most important ways by which the church fulfills its commitment to recognize the dignity of each person. Our school climate provides the students with instruction and experiences that will allow them to accomplish our pillars and Student Learning Expectations of Faith, Community and Excellence.

Primary Grade Instructional Assistant Position:
This position is part-time. Morning hours; Monday through Friday.

We are looking for an energetic, passionate, and dedicated staff member who truly wants to make a difference in the lives of students, uphold the mission of the school, and be an active participant of this rewarding ministry of Catholic education in the Diocese of Oakland.

Essential Duties & Responsibilities:
· Following the instructions of the teacher to support the learning in the classroom.
· Be able to work with and instruct small groups of children or an individual child in a specific subject area.
· Be able to help, monitor, instruct a large group of students while the teacher works with a small group.
· Be able to assist in the assessment of students and report progress of students collaboratively with the homeroom teacher.
· Interpret assessment results accurately.

Qualifications:
· Bachelor's Degree or prior experience working in a classroom setting is preferred
· Prior experience working in primary grades learning environment is highly desired
· Ability to use Google Suite
Ability to learn and use instructional technology devices such as iPads and laptops is essential.