



**Our Lady of Mercy School seeks a building aide to serve on a part-time basis beginning August 25, 2020. The ideal candidate will incorporate his or her commitment to Catholic education and willingness to work as part of a larger team into the service of our school's mission: that our students strive to be saints and scholars. The position is hired by and reports to the school principal.**

### **Responsibilities**

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- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Encouraging all students towards sanctity and scholarship
- Working effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Assisting daily with the organization and distribution of school lunch orders
- Supervising and caring for students in one classroom of our extended day program
- Supporting the needs of classroom teachers as necessary
- Supporting the needs of the school's administration as necessary
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Performing other responsibilities as designated by the principal

### **Requirements**

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- High School Diploma required
- Citizenship, residency, or work visa required
- At least two years of relevant experience preferred

### **To Apply**

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Please email the following to Mr. Patrick McNabb, Principal, at [pmcnabb@olmschool.org](mailto:pmcnabb@olmschool.org):

- Current Resume
- Letter of Interest
- Current Letter of Reference

*Striving to be Saints and Scholars*