

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: Our Lady of Grace School**

**POSITION: Instructional Aide**

**CATEGORY: Non-Exempt**

**POSITION STATUS: Full-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 Our Lady of Grace, 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:**

### **Key Responsibilities:**

#### **1. Classroom Support:**

- Assist teachers with daily instructional activities and classroom management.
- Provide one-on-one or small group support to students as directed by the teacher.
- Help prepare instructional materials and resources.
- Monitor and support students during classroom activities, ensuring they remain engaged and on task.

**2. Student Assistance:**

- Support students with diverse learning needs, including those with learning disabilities or language barriers.
- Assist in the implementation of individualized education plans (IEPs) and other accommodations.
- Foster a positive and inclusive classroom environment that supports the spiritual, academic, and social growth of all students.

**3. Administrative Tasks:**

- Assist with record-keeping, including attendance, grades, and other documentation as required.
- Help organize and maintain classroom materials and supplies.
- Assist with the supervision of students during recess, lunch, and other non-instructional times.

**4. Collaboration and Communication:**

- Work collaboratively with teachers, administrators, and other staff members to support student learning.
- Communicate effectively with parents and guardians as directed by the teacher or principal.
- Participate in staff meetings, professional development, and school events as required.

**5. Faith and Community:**

- Uphold and promote the values and mission of the Catholic Church and the school.
- Model Christian values in interactions with students, staff, and the school community.
- Participate in religious activities and events, including Mass, prayer services, and retreats.

**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 Our Lady of Grace 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

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DATE