



ROMAN CATHOLIC DIOCESE OF BOISE

Job Description

Office: All Saints Catholic School
Position Title: Instructional Aide
FLSA Designation: Part-time or Full-time, Non-Exempt
Reports to: Principal

POSITION SUMMARY

Under the direction of the school principal or classroom teacher, the instructional aide is responsible for supporting the Catholic Church, Diocese of Boise, and the Office of Catholic Schools in their mission to evangelize, catechize, and educate youth in a Catholic school environment. This position is responsible for assisting the teacher in supporting the learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Respects the legitimate authority of the Bishop of the Diocese of Boise.
- Recognizes and supports the unique Catholic Mission of the School.
- Does not espouse any doctrine inconsistent with the teachings of the Roman Catholic Church.
- Supports the school's educational, spiritual, and pastoral mission.
- Helps build the school's faith community by a demonstrated willingness to participate in and assist with school religious and service activities.
- Assists the classroom teacher with student supervision, classroom management, development of instructional materials, lesson plans, and classroom activities.
- Assists with the school lunch program and playground supervision as necessary.
- Demonstrates professional responsibility in all tasks assigned.
- Maintains confidentiality of information.
- Performs other duties as assigned by the principal or classroom teacher.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possess excellent professional interpersonal and communication skills.
- Manage multiple tasks simultaneously.
- Utilize technology relevant to a classroom environment.
- Must pass a criminal background check and complete Diocesan Safe Environment training.
- Maintain a professional appearance.

QUALIFICATIONS:

Education and Experience

- High school diploma or equivalent GED required; associate degree or course work in education preferred.
- Prior experience working with children in an educational setting is preferred.

Essential Physical Abilities/Working Conditions

- Ability to perform essential duties without endangering self or other employees.
- Motor skills needed for equipment operation and general office/classroom duties.
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to move or traverse in an office environment for an extended period of time, operate office equipment, to reach, stoop, bend, and stretch in filing materials, lift up to 25 pounds, and work in a general office/school environment.
- Detects objects to identify proximity, depth and/or color and ability to comprehend and/or perform duties prescribed.
- Converse with others to express oneself and/or exchange information.

Additional Qualifications .

- Practicing Roman Catholic preferred.