

Part-time Instructional Assistant Job Description & Part-time Extended Day/Instructional Assistant (combination position)

It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.

The instructional assistant will work with students in specific academic areas as directed by the classroom teacher and will work with grades as directed by the Assistant Principal. The instructional assistant is expected to be professional at all times including following school policies, guidelines, and directives and maintaining confidentiality with regards to student and school information.

Reports to: Position reports directly to the Assistant Principal.

Responsibilities: Responsibilities will include, but are not limited to, the following:

- Treating all children, parents, and staff with dignity and respect.
- Assisting in planning and implementing the daily learning program under the direction of the teacher.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Assisting with set up and cleanup of classrooms at the beginning and end of the school year as requested.
- Supervising the classroom when the teacher is out of the room.
- Supervising the students during non-instructional times, i.e., before/after school, indoor and outdoor recess, and lunch times as per supervision schedule.
- Helping with general housekeeping tasks.
- Attending school and diocesan in-services as directed by the Administration.
- Assisting the teacher in other appropriate ways.
- Referring all parents/questions to the classroom teacher for information regarding any student.
- Relieving other teacher assistants for their breaks, if necessary.
- In the event of an absence, arranging for a substitute as per the school's substitute procedure and notifying the teacher and Assistant Principal of their absence.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the Our Lady Queen of Angels School Faculty and Staff Handbook.