

## **Instructional Aide Position at Saints Simon & Jude Catholic School**

Saints Simon & Jude is currently accepting applications for the position of instructional aide for the 2021-2022 school year. The candidate will be expected to provide support for in person instruction to students.

### Responsibilities and Duties:

- Work under the guidance and collaboratively with the master teacher with students
- Facilitate small group learning
- Maintain a safe and welcoming learning environment for all learners
- Supervise students during recess/lunch, drop off, when regular teacher is not present
- Adhere to the policies and procedures of the Diocesan Employee Handbook and the Saints Simon & Jude Faculty and Staff Handbook.

### Requirements:

- Responsible for attending school meetings and orientations in August 2021.

### Qualifications:

- Strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others in a school setting.