



## Kindergarten Aide

The St. Angela Merici Parish School Kindergarten aide is responsible for assisting the classroom teacher in achieving the identified instructional/behavioral objectives and to help students take full advantage of the instructional program and available resources. The candidate must support and uphold the philosophy of Catholic education and the mission of the school, witness to Gospel values and be willing to model the teachings of the Catholic Church.

### Duties and Responsibilities:

1. Perform tasks related to classroom instruction under the supervision of the teacher.
2. Works with small groups of students to reinforce learning initially introduced by the teacher.
3. Assists individual students who need special attention and/or assistance.
4. Assist the teacher in preparing instructional materials for classroom and student use.
5. Assists with routine classroom clerical duties in hard copy and electronically.
6. Assists individual students and/or teachers with the use of assistive technology/adaptive devices, as needed.
7. Assists in the supervision of students who participate in special class activities.
8. Supervises student(s) who may need to leave the classroom setting to do independent or small group work.
9. Helps with extra duties related to the supervision of students, including, but not limited to lunch periods, assemblies, field trips, recess, etc.
10. Maintains the confidentiality of all students.
11. Performs other duties as assigned by the teacher or principal.

**Physical Demands and Environment:**

**Duties:**

Are performed in the classroom and other locations in the school; occasionally on field trips.

Will occasionally use customary cleaning fluids and chemicals, for example when cleaning up after classroom snacks.

Will accompany students when out of the classroom (i.e. on playground) and will need to physically supervise students.

Will prepare instructional materials that require use of scissors, copy machines, projectors and other instructional technology. Hanging classroom decorations, student artwork and projects and other instructional materials will be a routine requirement of the position.

**Working Conditions:** Hours may be adjusted by the classroom teacher or Principal. It is expected that the instructional assistant will work closely with the classroom teacher in a collegial manner. Assistance in performance of duties is available from teachers and colleagues.