

JOB DESCRIPTION

St. Joachim School

Date Prepared: July 27

POSITION TITLE: Instructional Aide

JOB CLASSIFICATION: Non-exempt.

SCHOOL: St. Joachim School, Costa Mesa, CA

REPORTS TO: Lisa Gilbert – Principal

PRIMARY PURPOSE:

Assist teachers in their classroom and perform teacher aide tasks.

JOB DESCRIPTION:

- Assist students in learning activities
- Assist students in small groups
- Instruct students individually
- Assist with filing student's work
- Help reinforce information during a class activity
- Copy class assignments daily
- Assist cutting crafts for class projects
- Outdoor lunch duty supervision

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Typical Working Conditions:	Classroom, outside playground
Equipment Used:	Copier, paper cutter, stapler, scissors, glue, and printer.
Essential Physical Tasks:	Walk students to and from class, sit in small groups working with students, stand at copy machine, stand outside for yard duty

QUALIFICATIONS:

Working towards college degree **or** Bachelor's degree in Child Development or Education

Passionate about working with children, flexible team player