



# ST. NORBERT

## CATHOLIC SCHOOL

*Truth ♦ Service ♦ Family ♦ Peace*

### **JOB DESCRIPTION- Instructional Aide**

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together.

#### **Responsibilities:**

- Enter upon and perform the duties of a classroom aide faithfully and satisfactorily at the time, place, and for the periods prescribed and directed by the school.
- Assist the teacher with day-to-day running of the classroom, small group instruction, preparation of materials, etc..
- Comply with the rules and regulations promulgated by Saint Norbert School, the Orange Diocesan Department of Education.
- Cooperate with the school administration in all matters.
- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook.
- Report to classes at the scheduled time, notifying the principal well in advance when not able to report for work.
- Fulfill supervision duties-- both inside and outside the classroom-- punctually in order that schedules can be followed with exactness.
- Be attentive to the needs of all students, both within the classroom and on outside duty.
- Preserve and maintain the reputation that our staff have earned in the past as dedicated educators with a deep personal concern for each student and for the highest qualities of education.
- Other duties and responsibilities as determined by the school administration.

#### **Physical Demands & Environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:**

- Part-time; 7:45AM-3:15PM; 4 days/week; no more than 27.5 hours per week.

**Reports to:** Principal, Assistant Principal, Teacher(s)

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:  
[jciccoianni@saintnorbertschool.org](mailto:jciccoianni@saintnorbertschool.org).

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