



Daycare and Classroom Assistant Job Description 2025

Mission Basilica School

Supervised by: Assistant Principal / Lead Teacher / Extended Daycare Supervisor/ Principal

Term: Mid-August through Mid-June

Compensation: \$18-\$25 per hour

Hours: Part-time 20-28 hours per week

Position Summary

The Instructional Aide & Daycare Assistant works collaboratively under the direction of the classroom teacher and Extended Daycare Supervisor. This role is crucial in providing comprehensive support for the instructional program and ensuring a nurturing, safe, and engaging environment for students throughout the school day, including during extended care hours.

Primary Responsibilities

- **Instructional Program Support:**
 - Assists Lead Teachers with lesson implementation and classroom preparation.
 - Facilitates small group intervention and enrichment activities.
 - Provides explicit instruction and assessment support to students.
 - Assumes Lead Teacher duties in the absence of the primary teacher.
- **Daycare Supervision & Support:**
 - Provides direct assistance and support to the Extended Daycare Supervisor in all aspects of student oversight and program activities.
 - Actively supervises students to ensure their safety and well-being at all times, including during recess, lunch, carpool, and extended daycare hours. This involves proactive monitoring and moving around designated areas.
- **Student Interaction & Management:**
 - Uses positive reinforcement and appropriate language when speaking to students.
 - Proactively supervises the class when the teacher is providing one-on-one attention or leading whole-group lessons.
 - Assists teachers by walking students to the restroom as needed.
- **Clerical & Administrative Support:**
 - Assists with general classroom tasks such as filing papers and making copies.
 - Communicates clearly and effectively with co-workers, students, and families.

- Promptly reports any student behavior incidents to the teacher or supervisor in a timely manner.
- Directs parents to teachers for questions regarding student behavior or academic progress.
- Participates in general classroom and facility cleaning.

Knowledge & Skills

- Basic understanding of elementary and upper elementary instruction, with the skills necessary to provide effective instruction to students.
- Fundamental understanding of child development and the ability to relate positively to students.
- Ability to work cooperatively and professionally with assigned teachers, the Extended Daycare Supervisor, and all other staff.
- Friendly demeanor with excellent interpersonal skills.
- Maintains a professional demeanor at all times.
- Thorough knowledge and familiarity with the organizational structure and practices of the Roman Catholic Church.
- Proficient in English (Reading, Writing, Speaking, and Listening).
- Ability to refrain from personal cell phone use during working hours.

Physical Requirements

To successfully meet the needs of the students in their care, the Instructional Aide & Daycare Assistant must be able to:

- Engage with students while sitting, kneeling, squatting, bending, or stooping.
- Walk and stand for extended periods, including during recess and lunch (approximately twenty minutes at each).
- Reach at, below, or above shoulder height with the dominant upper extremities.
- Assist in the moving of student desks and chairs.
- Occasionally lift and carry boxes up to twenty-five pounds.

Education & Experience

- Bachelor's degree or higher.
- One year of experience working with children.
- Alternatively, the equivalent of 15 credit hours in education or an additional three years of experience working with children.