



Part-Time Instructional Aide (Kindergarten) Long-Term Substitute: March - June 2026

St. Irenaeus Parish School is seeking a caring and enthusiastic individual for our Part-Time Instructional Aide position. The candidate must be patient and enjoy working with young children. This is a long-term, part-time, substitute position for the 2025-2026 school year.

Mission Statement

The Catholic faith community of St. Irenaeus Parish School is committed to helping our children develop to their full spiritual and academic potential. Our mission is to welcome all children and recognize individual differences, gifts, abilities, and learning styles. We partner with our parents and the Parish to foster discipleship, stewardship, and leadership.

Position Description

All employees are required to conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese. All employees understand that they are an extension of the ministry of the Roman Catholic Church, and play an important role in fulfilling and delivering the loving, healing, and caring mission of Christ. All employees perform ministerial functions in connection with their job duties.

Requirements

- Must be 18 years of age or older
- Availability from March 16-June 11, 2026
- Previous elementary classroom experience preferred
- Course study work in child development or education preferred
- Current CPR/First Aid
- Practicing Catholic

Responsibilities

The instructional aide is responsible for supporting the educational program for the assigned class in accordance with the goals, policies, procedures, philosophy, and curriculum of the school. Responsibilities include, but are not limited to:

- Treating all children, parents, and staff with dignity and respect
- Assisting in implementing the daily learning plan under the direction of the classroom teacher
- Assisting in preparing the learning environment such as setting up centers or preparing materials and supplies
- Supervising the classroom when the teacher is out of the room
- Supervising the students during non-instructional times such as recess and lunch
- Support in other classrooms and school activities as needed

Position Details

- Rate: 16.90/hour
- Hours: Monday - Friday 10:30 a.m. - 2:30 p.m.
- Supervisor: Angela Burke, Interim Principal

Interested, qualified applicants may email a cover letter and resume to Angela Burke (aburke@stischoolcypress.org). Applicants must also apply through the Department of Catholic Schools. Please email Nanci De la Rosa-Ricco (nricco@rcbo.org) for application guidelines and forms.