

# **Saint Bonaventure Catholic School Instructional Aide**

## **Job Description**

A Saint Bonaventure Catholic School Instructional Aide supports the classroom teacher in providing a safe, engaging, and effective learning environment for students. The aide assists with instructional activities, classroom management, and student supervision while helping to support the academic, social, and spiritual development of students.

The Instructional Aide works under the direction of the classroom teacher and school administration and contributes to the overall mission of the school, especially in fostering a supportive and faith-centered learning environment.

## **Essential Responsibilities**

### **Classroom Support**

- Assist the classroom teacher with daily instructional activities and lesson preparation.
- Work with small groups or individual students to reinforce learning concepts.
- Provide support to students who need additional help with assignments or classroom tasks.
- Assist with classroom organization and preparation of instructional materials.

### **Student Supervision**

- Supervise students during classroom activities, transitions, and other assigned times.
- Assist with monitoring student behavior and maintaining a positive classroom environment.
- Help ensure student safety and well-being at all times.

### **Instructional Assistance**

- Reinforce lessons and directions provided by the teacher.
- Assist students with reading, writing, math, and other classroom assignments as directed.
- Support differentiated instruction for students with varying academic needs.

### **Classroom Organization**

- Help prepare and organize teaching materials, supplies, and equipment.

- Assist with bulletin boards, classroom displays, and learning centers.
- Support classroom routines and organization to promote an effective learning environment.

### **Administrative Support**

- Assist with copying, organizing materials, and other classroom tasks.
- Help maintain student work folders, materials, and classroom records as directed by the teacher.
- Support classroom technology when needed.

### **School Community Support**

- Assist during school activities, field trips, and special events as requested.
- Support school policies and procedures.
- Foster positive relationships with students, staff, and families.

### **Catholic School Mission**

- Support and model the values and teachings of the Catholic faith.
- Participate respectfully in school prayer, liturgies, and faith-based activities.
- Help promote a respectful and caring Christian environment for all students.

### **Qualifications**

- High school diploma or equivalent (Associate's or coursework or Bachelor's Degree in education preferred).
- Experience working with children in an educational setting is preferred.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers and staff.
- Commitment to the mission and values of Catholic education.