

Part-Time Instructional Aide and/or Extended Day Aide

Position Overview

Saint Juliana Falconieri Catholic School is seeking a warm, patient, and dedicated individual to serve as a Part-Time Instructional Aide and/ or Extended Day Aide. As a Catholic school, we are committed to providing an environment where faith and academic excellence meet.

The ideal candidate will support the Lead Teacher in creating a nurturing, faith-filled classroom culture while assisting with the academic, social, and spiritual development of our youngest learners.

Key Responsibilities

1. Classroom Support & Instruction

- Assist the Lead Teacher in implementing daily lessons.
- Work with small groups or individual students to reinforce learning concepts.
- Prepare materials for daily activities, crafts, and lessons.

2. Faith Formation

- Model Catholic values and Christian charity in all interactions with students, staff, and parents.
- Help supervise students during school Mass, prayer services, and religious celebrations.

3. Student Supervision & Safety

- Supervise students during recess, lunch, and/or afterschool.
- Ensure a safe, clean, and organized classroom environment.
- Assist with basic needs, including helping children with jackets, shoes, or minor spills.

4. Administrative Assistance

- Help with grading assignments, organizing folders, and displaying student work.
 - Assist in maintaining classroom records and observations as requested by the teacher.
-

Qualifications

- **Faith:** A practicing Catholic in good standing is preferred.

- **Education:** High school diploma required; some college coursework in Early Childhood Education or a related field is a plus.
- **Experience:** Previous experience working with young children in a school, daycare, or camp setting preferred.
- **Skills:** Strong communication and interpersonal skills.
 - Patience, flexibility, and a positive "team-player" attitude.
 - Ability to follow directions and take initiative in a fast-paced environment.

Physical Requirements: Ability to sit on the floor, bend, and lean over small desks.

- Ability to lift up to 25 lbs and stand for extended periods during playground supervision.

Requirements/ Qualifications

Please send a cover letter, resume, and references to Principal Terri Puccini, Ed.D. at terri.puccini@stjulianaschool.org and copy Nanci De la Rosa-Ricco, Executive Assistant to the Superintendent nricco@rcbo.org to receive diocesan application guidelines and forms.

Application Deadline

6/22/2026

Contact

Terri Puccini

terri.puccini@stjulianaschool.org

Number of Openings

4

Salary

Starting Pay: \$20 per hour

Employment Type

Part-Time