



Position: Aide
Reports To: Assistant Principal-Minister
Effective Date: August 19th, 2021
FLSA: Part Time/Nonexempt

General Summary: The classroom aide provides an essential layer of support to the school's ministry. Although a specific area of service is typically delineated (such as a grade level or range), aides may be called upon to assist in other ways as necessary. Aides ensure the proper functioning of the school through assistance to students, teachers, and school leadership. Thus, they further the school's vision of "...forming Saints, Servants, and Scholars" in myriad ways.

- I. Essential Duties and Responsibilities for this position
- II. Specific Knowledge, Skills, and Abilities Required
- III. General Requirements for Employees Holding Academic Positions in the School
- IV. Working Hours

I. Essential Duties and Responsibilities

- A. Teacher Assistance for Quality Education
 1. Student Services: especially in providing basic tiered interventions or accommodations, supervising a small group of students, or in helping struggling students in other ways.
 2. Alternate Supervision: if a teacher is called out of the classroom for a brief period of time but remains in the building, the aide continues to lesson plans.
 3. In-the-moment Tasks: sometimes, a teacher needs copies made when plans shift. Aides assist in these things happening smoothly.
- B. Facilitating Student Experience
 1. Recess supervision or other duties as assigned by the Assistant Principal-Minister or the School Manager.

II. Knowledge, Skills, and Abilities Required for this Position

- A Bachelor's degree is preferred, but not required. Candidates holding a Bachelor's degree can also act as a substitute teacher with a non-tax certificate from the State of Ohio. Candidates without a Bachelor's degree will need to pursue an Educational Aide permit from the State of Ohio and cannot act as a full substitute teacher.
- Competence with technology is expected for collaboration with teachers and for student support. Effective and time-sensitive communication via email is also expected.
- Performs other related duties as assigned by supervisor or other parish/school leader.

- The ability to respect, promote, accommodate, and not to be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic Faith.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Must successfully pass the required background checks and all requirements of the Diocesan Program for Children and Vulnerable Adults Protection prior to employment and maintain a satisfactory background check throughout employment.

III. General Requirements for Staff Support Positions in St. Joan of Arc School

Language Skills

Ability to read, analyze, and interpret professional media (text and other) in both education and specific content area(s). Has the ability to communicate effectively in written correspondence, utilizing the norms of the English language and adapting content and style for audience. Has the ability to effectively present information and respond to questions from with large and small groups or in one-on-one meetings with administrators, colleagues, student and/or parent constituents, and the general public.

Reasoning Ability

Has the ability to define problems and collect data, establish facts, and draw valid conclusions. Has the ability to interpret an extensive variety of situations and move forward to resolve the situation.

Physical Demands

The physical demands described here 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 functions. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office environment should typically be moderate. Classroom noise levels can range above moderate at times with infrequent higher levels. The employee must be able to function in this environment while remaining calm and focused.

IV. Working Hours

as aligned to academic calendar

- **August through early June**
 - Monday-Friday, hours range per position at 10-20 hours per week
 - Preschool and Primary Grade aides are sometimes approved for additional hours during the first two weeks of school to help students transition.
 - very minimal evening and weekend requirements

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor/Pastor Signature

Date