

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Regional School at St. Robert Parish
CATEGORY: Non-Exempt (Hourly)

POSITION: Teacher Aide
POSITION STATUS: Full Time

SUPERVISOR: Principal and Assigned Classroom Teacher(s)

JOB SUMMARY:

The teacher aide respects Catholic values and supports students in Christian formation by exemplifying Catholic living both in and out of the classroom. The teacher aide is accountable to the principal and assigned classroom teacher(s) and is expected to assist in providing a quality educational experience to assigned students and classes, to support the school mission and philosophy, to follow the policies of the Diocese of Sacramento and the staff and parent handbooks of Regional School at St. Robert Parish, and to adhere to the directives set by school administration and supervising teachers.

ESSENTIAL FUNCTIONS:

The teacher aide supports a faith-filled, structured, and nurturing learning environment by working collaboratively with classroom teachers, assisting with instruction and student support, and helping maintain safe and orderly classrooms. The teacher aide carries out assigned responsibilities with professionalism, care, and good judgment under the direction of the supervising teacher and principal.

Instructional Support Responsibilities:

- Assists the classroom teacher in delivering instruction to individuals, small groups, or the whole class as directed
- Provides one-on-one or small-group support to students who need additional reinforcement or enrichment
- Reinforces lesson concepts through guided practice, review activities, and instructional games under teacher direction
- Reads aloud to students and listens to students read; supports literacy development as directed by the teacher
- Assists students with assignments, projects, and in-class activities, encouraging independence and effort
- Supports students with special needs or learning differences, implementing accommodations and modifications as directed by the teacher
- Accompanies and supports students during specialist classes (e.g., PE, art, music, library) as assigned
- Assists in preparing and distributing instructional materials, handouts, and supplies
- Operates and assists students with technology including iPads, computers, and classroom devices

Classroom Support Responsibilities:

- Assists the classroom teacher in maintaining a well-organized, orderly, and welcoming classroom environment
- Prepares classroom materials, bulletin boards, displays, and learning centers as directed by the teacher
- Organizes and maintains classroom supplies, books, and equipment
- Assists with classroom setup and cleanup at the start and end of the school day and between activities

- Supports consistent implementation of classroom rules, routines, and behavioral expectations under teacher guidance
- Monitors student behavior and redirects students as needed, reporting concerns to the supervising teacher
- Assists with transitions between activities, classrooms, and locations within the school
- Supports the teacher during assessments by distributing materials, reading instructions, or providing approved accommodations

General Responsibilities:

- Upholds and models Catholic values in all interactions with students, staff, and families
- Participates in school prayer, liturgies, and faith community activities as scheduled
- Supervises students during recess, lunch, arrival, dismissal, and other non-instructional periods as assigned
- Communicates professionally and in a timely manner with the principal, supervising teachers, colleagues, parents, and students
- Maintains strict confidentiality regarding student records, performance, behavior, and family information
- Adheres to the Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Participates in ongoing professional development and training as directed by the principal
- Performs additional duties as requested by the principal or supervising teacher

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education:

- Associate's degree or higher, or
- 48 or more college units, or
- Passage of a local assessment of knowledge and skills in assisting instruction, as approved by the principal

Experience:

Previous experience working with school-age children in an educational, childcare, or youth ministry setting preferred; experience in a Catholic school or parish setting is a plus

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Regional School at St. Robert Parish mission
- Ability to work patiently, positively, and effectively with students of diverse learning needs and backgrounds
- Ability to take direction from and collaborate closely with classroom teachers and school administration

- Demonstrates reliability, punctuality, and a strong work ethic
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Regional School at St. Robert Parish
- Establishes and pursues professional growth goals through coursework, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in supporting student use of technology in the classroom
- Establishes rapport, works independently when needed, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

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