

St. Ambrose Catholic School
Job Description

Job Title: Part-Time Instructional Aide

Exemption Status: Non- Exempt

Department/Location: St. Ambrose Catholic School, Tucson, AZ

Primary Function: Under the direction of the school principal or classroom teacher is responsible for supporting the learning environment and assist the teacher with other responsibilities and for supporting the Diocese of Tucson in its mission to evangelize and catechize youth in a Catholic School environment.

Essential Duties and Responsibilities:

- Recognizes and supports the unique Catholic Mission of the school by speaking, acting, and providing instruction assistance consistent with the teachings of the Catholic Church; an instructional aide may not espouse any doctrine inconsistent with the teachings of the Church.
- Gives evidence of lived Gospel values by being an active member of a faith community and being open to the importance of personal faith journey; strives to model the teaching of Jesus by attitude and example.
- Help build the school's faith community by a demonstrated willingness to participate in and plan school religious and service activities.
- Assist the classroom teacher with student supervision including assisting with lessons and field trip planning and related supervision
- Assist with supervision of parent helpers and compliance with safe environment and other school requirements.
- Assist with the school lunch program and playground supervision as necessary
- Be able to communicate effectively with students; be able to help organize classroom learning and materials and field trips to motivate student learning.
- Consistently and effectively assist in the evaluation of student progress.
- Assist the teacher with a consistent disciplinary approach which promotes self-direction and positive self-image, and motivate learning
- Help to maintain a functional and pleasant learning environment
- At all times demonstrate professional responsibility in all tasks assigned; display sound judgment in dress and general behavior
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal classroom environment

Required Activities: Walking, sitting standing, stooping, reaching, talking, handling, hearing, carrying, and keyboarding

Basic Qualifications

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church
- Excellent communications skills, written and verbal.
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be available for evening and weekend work as necessary
- Be able to manage multiple tasks simultaneously
- Proficiency in the use of computer technology including word processing; ability to maintain confidentiality at all times
- Flexibility in assessing needs and strategies and adapt appropriately in a school environment
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

Education and Experience

- A high school diploma or GED certificate

Other:

Previous classroom experience preferred

January 2012

To Apply:

Visit <http://www.diocesetucson.org/schools2K6employ.html> and follow the instructions for prospective full-time and part-time teachers. Download and fill out all required forms and send with

a letter of interest to:

Emma Chavez Principal
St. Ambrose Catholic School
300 S. Tucson Blvd.
Tucson, AZ 85716
520-882-8678

principal@stambrosetucson.org

