

## ***IMMACULATE CONCEPTION REGIONAL SCHOOL MISSION STATEMENT***

Immaculate Conception Regional School (ICRS) provides an education rooted in Catholic beliefs and values for students in Skagit and surrounding counties. ICRS stresses the spiritual, moral, intellectual and physical development of its students, while fostering community among students, parents and staff.

### **Instructional Aide Job Description**

January 2018

ICRS is seeking a Catholic-mission-oriented Teacher's Aide. This is a part-time (M-Th, 12:30-4:00PM, and 12:30-3:00 on Fridays) position. Pay is commensurate with experience. The ideal candidate has at least an AA degree, is competent in 8<sup>th</sup> grade level math and reading skills, will meet background check requirements, supports students so that they become all that God has created them to be, and works as a team player with staff, parents, students and administration. If your vocation is to work with children and be a part of a Catholic school team, please send your resume and cover letter to Principal Rodrigues ([rodrigues@icrsweb.org](mailto:rodrigues@icrsweb.org)).

#### **Tasks of an Instructional Aide:**

1. While in the classrooms, take the lead from the teacher in terms of instruction or preparation. Work one-on-one with various students or with small groups as requested by the teacher.
2. Correct and record student work as requested by the teacher.
3. Supervise students for short periods of time as requested by the teacher.
4. Supervise and provide support to students in 5<sup>th</sup>-8<sup>th</sup>, after school, homework help, Monday-Thursday.
5. Assist with classroom discipline; assist with implementation of school policies and procedures regarding uniform and appropriate behavior.
6. Report all unusual situations to the classroom teacher or the administration.
7. Be extremely professional in conversation and behavior regarding student behavior, academic performance, other staff members and situations or events that are confidential.
8. Supervise the playground during some recesses, and the lunch room as scheduled.
9. Make copies for teachers as needed.
10. Submit time sheet on a biweekly basis. Call and report an absence in advance. Schedule appointments, etc. so as to least impact the classroom.
11. And perform other duties as determined by the principal.