

**Job Title:** Elementary Instructional Aide (Para-professional)

**Location:** St. Mary's School of Kickapoo – Edwards, IL

**Reports to:** Principal

**Job Type:** Full-Time and Part-Time

St. Mary's School of Kickapoo is currently seeking an Instructional Aide to serve the mission of growing disciples. Our organization is committed to fostering an inclusive environment that supports growth, creativity, and collaboration. By joining our team, you can utilize your gifts and talents to make a meaningful impact.

### **About the Role**

As a classroom Aide at St. Mary's, you'll play a vital role in shaping young minds and hearts by providing:

- A strong moral, cognitive, and value-based foundation.
- Opportunities for students to grow spiritually, academically, and socially.
- A connection to a close-knit school community that values family relationships and faith.

### **What You Will Do**

- Support and supervise students in groups and 1;1 in engaging lessons aligned with the core curriculum.
- Model and support religious education into daily classroom activities.
- Serve as a visible moral and spiritual role model for students.
- Foster a positive, supportive, and inclusive learning environment.

### **What You Need**

To be considered for this role, you must meet the following requirements:

- 60 hours of college courses and/or completed (ISBE) Para-Professional Licensure
- Strong written and verbal communication skills
- Problem-solving and critical-thinking abilities
- Proven ability to manage multiple priorities effectively
- Demonstrated ability to work collaboratively as part of a team

### **Top Candidates Will Also Have**

- Current ISBE Certification/Licensure with prior classroom experience with demonstrated success in the classroom

### **What You Will Get**

- Our goal at St. Mary's School of Kickapoo is for you to have a rewarding career.
- We value our employees and offer a Total Rewards package to support your overall well-being, including:
  - Salary Range: \$17.00- \$19.60 per hour
  - Full time employee may select Medical, dental, prescription, and vision plans to keep you and your family healthy
  - Paid Time Off: Vacation, sick leave, and holidays
  - Retirement Savings: A 403(b) retirement plan with employer contributions for full time employees

### **How to Apply**

Submit your application through <https://www.applitrack.com/cdop/onlineapp/> by April 30, 2025. This position will open until filled.