Position Title: Assumption-St. Bridget Classroom Pre-K Instructional Aide

Reports to: ASB Principal

As a Catholic parish school, Assumption - St. Bridget School has the unique responsibility to proclaim the Good News of Jesus through the education of children in the Catholic tradition in a school that strives to be accessible and affordable to all who desire this education. While maintaining high educational standards, the school creates learning opportunities that support parents as the primary educators of their children; build a faith community; develop ethical and moral thinking; provide service to the entire community; and address the ways in which children learn.

GENERAL SUMMARY OF ESSENTIAL PURPOSE: All classroom aides primary role is to work directly with students in whole group, small group, or one-on-one instruction. Aides work under the direction of the lead classroom licensed educator, and under the supervision of the principal.

Major Responsibilities (including but not limited to, under teacher direction and principal supervision):

- Working with students in a variety of small and whole group lessons and activities
- Participates in all related professional development
- Clerical tasks
- Correcting of work
- Inputting into Student Information System (SIS) for attendance, grading and assignments
- Taking kids to and from specialist classes
- Recess duty for Pre-K only
- Afternoon Pre-K Extended Care supervision
- Coordinating and participating in field trips
- Managing online sign-ups for parent volunteers
- Assisting with online communication to parents overseen by lead teacher
- Helping with physical environment of the classroom, i.e. bulletin boards, set up and break down
- Maintain STARS training for compliance

Requirements to complete prior to first day with students:

- STARS training
- Department background check
- Childcare basic training
- Negative TB test
- Food handlers permit
- First Aid/CPR training certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification program
- Up to date immunization records including MMR vaccine
- Blood borne pathogen training (Wa State Dept. of Labor and Industries regulation)
HOURS:

8:00-4:00 Monday-Friday on student contact days

Principal preapproval needed for hours worked outside of this time frame.

40 hours/week

Benefits included for employees over 30 hours.