



POSITION TITLE:	<i>Instructional Aide</i>
LOCATION:	<i>Holy Cross School 631 S State St Dover, Delaware 19901</i>
SUPERVISOR:	<i>Holy Cross School Classroom Teacher and Principal</i>

JOB SUMMARY

The Instructional Aide supports classroom instruction and enhances the educational experience for students in a PreK-8 parochial school setting. This role involves assisting the teacher in implementing lesson plans, managing classroom activities, and providing individual or small group support to students, all while fostering a positive and nurturing environment that reflects the school's Catholic values.

KEY RESPONSIBILITIES include but are not limited to

- **Classroom Support:**
 - Assist the classroom teacher in implementing lesson plans and educational activities.
 - Help set up learning materials and prepare the classroom for lessons.
 - Monitor student progress and provide feedback to the teacher regarding individual student needs.
- **Student Assistance:**
 - Work with individual students or small groups to reinforce learning concepts and skills.
 - Provide support for students with diverse learning needs, including those with special educational requirements.
 - Encourage student engagement and participation in classroom activities.
- **Behavior Management:**
 - Help maintain a positive classroom environment by modeling appropriate behavior and guiding students in social interactions.
 - Assist in managing classroom discipline according to school policies and the teacher's guidelines.
- **Administrative Support:**
 - Assist in maintaining student records, including attendance and progress reports.
 - Help with clerical tasks, such as copying, filing, and organizing instructional materials.
- **Collaboration:**
 - Collaborate with the classroom teacher to assess student progress and adapt instructional strategies as needed.
 - Participate in staff meetings and professional development opportunities.
- **Promotion of Catholic Values:**



- Support the integration of Catholic teachings and values into classroom activities and interactions with students.
- Encourage students to embody the principles of respect, responsibility, and compassion.

QUALIFICATIONS

- High school diploma (Associate's degree in Education or related field preferred).
- Previous experience working with children in an educational setting is preferred.
- Strong communication and interpersonal skills; ability to work effectively with students of varying abilities; patience and understanding.
- Commitment to the mission of the school and the Catholic faith; a positive attitude and enthusiasm for supporting student learning.

OTHER

Work Environment: The Instructional Aide will work primarily in the classroom, interacting with students and staff daily. The role may require some flexibility to assist with school events or special projects.