

St. Peter's Parish & School | Job Description



POSITION:	Instructional Aide
FLSA STATUS:	Non-exempt
DEPARTMENT:	Faculty, Middle School and High School
REPORTS TO:	MS/ HS Principal
LAST UPDATE:	April 1, 2024

St. Peter's School is a dynamic teaching and learning community with a diverse student population from preschool through high school. Committed to making a difference for our students and the world, St. Peter's School provides educators with opportunities for both professional and personal growth. Our dedicated administration and collaborative staff create a flexible, supportive working environment where employees, students, and families are known, valued, and respected.

Primary Job Functions:

As a member of the middle school faculty, the instructional aide assists the teacher in implementing instructional procedures and objectives for students with special needs and reinforces and implements instructional activities as prescribed by the teacher to provide additional time for instruction and guidance.

Duties and Responsibilities:

- Assists classroom teacher in providing for the social, emotional, and physical needs of special education students.
- Works with individuals, small groups, or large groups of students as assigned by teacher.
- Collects data on student performance and progress as directed by the teacher.
- Accompanies students as needed to school activities such as field trips.
- Assists the teacher with classroom discipline.
- Takes appropriate action in instances of special medical needs.
- Monitors students during assigned periods within a variety of school environments for the purpose of maintaining a safe and positive learning environment.
- Assists in skills practice and reinforcement activities previously introduced by the teacher, either individually or in small groups.
- Participates in school and district staff development programs and scheduled meetings.

Qualifications:

Qualified candidates will have a strong interest in educating young people, be able to communicate clearly and effectively, demonstrate patience and flexibility, and will have an Educational Aide Permit or Teaching License with the Ohio Department of Education. They must also be able to pass FBI and BCI background checks and complete the Diocese of Toledo VIRTUS program.

Interested candidates should send their cover letter, resume, and relevant documentation to Jon Cuttitta, principal, via email at cuttitta.jon@myspartans.org.