

Position: Educational Aide (Preschool and Puma Pals)

Job Classification: Seasonal part time

Tentative Work Schedule: Monday - Friday 7:00 am - 12:00 pm

JOB SUMMARY: The educational aide will be responsible for the general supervision and management of the children attending the preschool or puma pal after school program. The educational aide must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children and employees, and be willing to fulfill responsibilities in accordance with the school's educational philosophy. He/she must be able to speak, read, and write English fluently.

ESSENTIAL FUNCTIONS:

- Work with individual students or small groups of students to reinforce learning of materials or skills initially introduced by the teacher.
- Provides children with meaningful structured activities
- Maintains accurate attendance logs and billing logs for business office
- Provides professional, effective communication with parents, students, and faculty/staff of Church and School
- Guides independent study, enrichment work, and/or structured play as indicated by the Puma Pal Director/School Principal.
- Implements the lesson plan as determined by the Preschool Teacher.
- Supervises children and is accountable for the well being of all children in his/her care at all times.
- Assists with snack and cleanup routines.
- Alerts the Preschool and/or Puma Pal Director and/or School Principal to any problem regarding students.
- Maintains the same high level of ethical behavior and confidentiality of information about students as is expected of fully licensed teachers.
- Participates in in-service training programs as assigned or required by the State of Indiana.

WORK SCHEDULE: The schedule for this position is dependent upon the student enrollment at Queen of Peace Catholic School. The expected schedule for the 2018-2019 school year is up to 25 hours weekly. Employment will begin on August 16, 2018. Refer to Principal/Parish Administrator for further details.

BENEFITS: Three PTO (paid time off days) are provided to all employees. New employees will receive these days after 90 days of employment. Paid holidays include Labor Day, Thanksgiving Day, Christmas Eve/Day, New Year's Day, Good Friday, and Memorial Day. See employee manual for further details. There are no health/vision/dental/retirement benefits provided for this position.

POSITION REQUIREMENTS:

- Punctual, conscientious, and reliable
- Courteous manner with students, staff, parents and parishioners
- Provides all duties detailed above at an acceptable level of competency