

ARCHDIOCESE OF INDIANAPOLIS
JOB DESCRIPTION
Instructional Assistant, St. Mary of the Knobs Catholic School

I. IDENTIFYING INFORMATION

Position Title: Instructional Assistant
Location: St. Mary of the Knobs
Status: Part Time
FLSA:
Reports to: Principal
Supervises: Children

II. PRIMARY FUNCTIONS

Assists teacher with executing instruction in a positive and stimulating manner. Adhere to the standard of excellence of St. Mary of the Knobs Catholic Church and School.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS

1. Monitors the safety and well-being of students; monitors student attitudes and encourages self esteem; assists students with becoming increasingly independent.
2. Monitors student behavior and helps maintain discipline in the classroom and other general areas of the school.
3. Assists students with learning; reinforces and clarifies instructions; conducts short lessons with small groups or individuals; creates and modifies materials to match student abilities; provides one-on-one assistance as needed. Performs general housekeeping duties in maintaining an orderly classroom.
4. Performs various clerical duties as needed, maintains records of student progress, etc.
5. Performs other related work or duties as required by the teacher or principal.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Good organization and planning skills
2. Good interpersonal skills
3. Self-motivated and flexible
4. Ability to effectively communicate and work with children
5. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. Valid driver's license required
5. Must have experience in working with children