



JOB DESCRIPTION

Educational Assistant

Employer	St. Ignatius of Loyola Catholic School
Reports To	Coordinating Teacher
Terms	Work Agreement-1 year
Position FTE	50%

SUMMARY

St. Ignatius Catholic School strives to employ an individual whose response to God's invitation is to teach in a Catholic educational setting. An Educational Assistant will provide support to the teacher to ensure a safe and stimulating educational environment. Since the teacher is accountable for the educational practice in the classroom, the teacher assigns functions to the Educational Assistants, which are included in the definition of the professional teacher. The Educational Assistant provides general and specialized classroom services at the direction of the teacher. These services may be part of the instructional program.

Our staff are expected to serve God and one another as we live and proclaim the faith of our rich Catholic heritage while demonstrating loyalty to the school and its mission. The candidate must be willing to pledge an Oath of Fidelity to the Magisterium of the Catholic Church, and serve as a loving and joyful role model of all that is good, true, and beautiful within the St. Ignatius community. All faculty are expected to model behavior consistent with the St. Ignatius Catholic School mission, vision, and core values.

PRIMARY RESPONSIBILITIES

The Educational Assistant will comply with whatever duties the teacher assigns, which may include but are not limited to:

- Help to create a joyful, peaceful, and faith-filled atmosphere where all can learn/grow
- Welcome children, parents, visitors
- Daily Duties such as snack preparation, restroom breaks, and assist with classrooms needs to ensure transitions run smoothly
- Assist with preparation and completion of art projects, artwork displays, reading to children, individual and small group learning activities
- Complete clerical duties such as taking roll call, monthly calendar, communications to parents, bulletin boards
- Help children in arrival organization and dressing/organizing for dismissal
- Playground and library supervision
- Classroom clean up
- Chaperone field trips



DESIRED SKILLS

- Ability to motivate and work with children
- Emotional stability and good health
- Adaptability
- Sensitivity and patience with each child
- Previous experience/training in working with or leading groups of children
- Ability to create a courteous, disciplined and instructional environment

QUALIFICATIONS

- High school diploma or equivalent
- Background in a Catholic school environment
- Familiarity with Google Suite and Microsoft Suite
- Diocese of Green Bay Office of Safe Environment requirements including VIRTUS training and background check

PHYSICAL REQUIREMENTS

- Work is typically performed in an inside, temperature-controlled environment
- Continuously requires vision, hearing, communicating
- Frequently requires fine dexterity, periods of sitting, working at a computer
- Occasionally requires standing, walking, lifting, carrying, reaching, kneeling, pushing, pulling, bending, climbing, etc.
- Must be able to lift up to 15 pounds at a time
- Prolonged periods of sitting at a desk and working on a computer
- Must be able to access and navigate all areas of the school/facilities as needed

MISSION-ALIGNED MEMBERS OF THE ST. IGNATIUS CATHOLIC SCHOOL COMMUNITY:

- Are committed to working in a Catholic classical school setting
- Respect, live, and promote the Catholic culture and ethos within
- Represent St. Ignatius Catholic School joyfully and professionally
- Participate collegially in our Christ-centered, mission-minded environment
- Treat confidential materials/information with the utmost professionalism, in keeping with the Catholic virtue of prudence
- Seek opportunities for personal professional development in accord with one's role
- Demonstrate compliance with policies, protocols, procedures, directives, and core values as outlined in policies of the Green Bay Diocese, the St. Ignatius Catholic School Staff Procedural Manual (and other school handbooks as applicable)

This is not intended to be a complete delineation of all the possible responsibilities. Rather, it is a general description of the basic expectations; other duties may be assigned.

Employee Signature _____ **Date** _____