



JOB DESCRIPTION

Position Title	Teacher / Instructional Aide
FLSA Classification	Non-Exempt
Reports To	Principal

Position Summary

Responsible for assisting a certificated teacher or other staff member with instructional and non-instructional activities for students in need of special education support in and out of the classroom. Support, uphold, and model the philosophy of Catholic education and the mission of the school.

Essential Job Functions

Reasonable accommodations may be provided to enable qualified individuals with disabilities to perform these essential functions; duties / responsibilities may change at any time with or without notice.

Instructional Aide

- Working under the supervision of a special education teacher, assist students in the Resource Room with academic and life-skills activities.
- Work closely with teachers to specially-accommodate the unique needs of students as identified on the IEP.
- Assist teachers by working with students to ensure that their content is understood and the students are given individual attention in class.
- Tutor students, correct classroom work, monitor student behavior, adapt curriculum (under the guidance of the teacher), prepare and assist with mainstreaming activities and preparing classroom materials.
- Assist in developing teaching aids for use in the classroom, including materials, quizzes, teaching aids and review sheets and similar handouts.
- Administer and score diagnostic tests; give oral and written exams to students.
- Assist in completing special program forms; assemble student materials for confidential files.
- For students in more self-contained settings with significant needs, follow all procedures to maintain health and safety.
- Escort students to rooms throughout the school and ensure their safety.
- Assist teacher in maintaining classroom physical appearance, including creating posters, charts, and bulletin board displays.
- Assist teacher in maintaining a classroom culture conducive to learning.

All Other Duties as Assigned

- Type, duplicate, collate and distribute classroom materials and projects.

Competencies / Skills

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- Knowledge of basic subject areas for high school level curriculum, such as English 9-12, writing, reading, sciences, and arithmetic (algebra).
- Knowledge to assist classroom teacher with modifications, accommodations, diversified instruction strategies.
- Knowledge of de-escalation skills and behavior intervention / behavior modification strategies.
- Basic skills with computer software including Microsoft Office suite.
- Demonstrated professionalism, reliability, strong work-ethic to complete a job properly.
- Serve as a role model to demonstrate appropriate behavior to students.

Qualifying Work Experience

- Minimum of 2 years of experience working with special needs population; ideally in an educational setting.

Required Education and Licensures

- High school diploma or GED required; Associate degree preferred but not required.
- Clean background check
- Must complete training in first aid and CPR training.

Work Environment

- Work is generally performed in a classroom setting. Work requires ability to handle multiple tasks simultaneously and to work closely with students.

Physical Requirements

- Ability to perform work while standing, walking around and sitting.
- Ability to walk and ascend and descend stairs in a safe manner.
- Ability to perform lifting, carrying weight up to 35 pounds.
- Fine motor skill dexterity for keyboarding, typing, writing.
- Ability to hear, and to speak clearly and distinctly when communicating.
- Adequate visual acuity to perform duties.

Application Packet can be downloaded from the Diocese of Evansville website.

Non-Certified Application: <https://www.evdio.org/non-certified-employee-application-instructions.html>

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Please submit your letter of interest and resume to Mr. Aaron Schmitt at aaronschmitt@evdio.org. A complete application packet must be on file with the Catholic Schools Office prior to any offer of employment.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

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