

Classroom Aide Job Description

Name: Pre-K Classroom Aide

School Name: Holy Trinity Catholic School City: Grapevine, TX

Job summary: The Classroom Aide fulfills the mission of the Catholic school by assisting the classroom teacher in planning, guiding, and evaluating the learning process of the students in the Catholic school for whom the classroom aide is responsible within the framework of the school's philosophy, organization, and curriculum. Under the direct supervision of the Prekindergarten teacher, the Classroom Aide provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future. The position is hired and evaluated by the principal.

Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in small instructional groups to support learning activities
- Supervises students at lunch, recess, and in routine movement
- Performs clerical tasks, prepares instructional materials and bulletin boards as indicated by the classroom teacher
- Practices positive, consistent discipline in the management of the classroom
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

Important job functions:

- Collaborates with peers to enhance the work environment and support instructional planning
- Demonstrates a willingness to respond to individual learning needs
- Ability to work well with students, parents, and colleagues in an instructional setting
- Ability to follow directions and handle multiple tasks

Minimum qualifications:

Education/Certification:

- High school diploma or equivalent
- Sufficient training to perform tasks assigned by the principal

Knowledge, abilities, and skills:

- Knowledge of the basic teachings of the Catholic Church
- Able to manage student behavior in classroom setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously

- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to teach a minimum of a full school day
- Required to work in standard classroom and school conditions

Mental/Physical Demands:

- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____