

**St. Mary of the Immaculate Conception School**  
**CLASSROOM INSTRUCTIONAL ASSISTANT**

*An Instructional Assistant is an integral part of the learning environment in the classroom. They are invaluable to classroom teachers who are educating students with a wide range of academic ability levels, learning styles and social, educational and emotional needs. To foster the most beneficial working environment for the faculty and staff and the best learning environment for the students, Instructional Assistants must fulfill the following responsibilities:*

**Essential Duties and Responsibilities**

- Support and uphold the philosophy of Catholic education and the mission of the school
- Assist the homeroom teacher with classroom management, class projects, and small group instruction.
- Supervise students in the classroom and during yard duty
- Attend meetings and events as specified by administration
- Complete administrative tasks for the classroom like making copies, file papers, etc.

**Job Type:** Part-time

**EEOC Classification:** Non-Exempt

**Requirements/Preferences:**

**Experience**

- 3 Years working as an Instructional Assistant

**Education**

- Bachelor's Degree

***DIOCESAN STATEMENT OF NON-DISCRIMINATION***

*The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, the Diocese strives for justice in employment practices. To this end, the Diocese promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of the Diocese, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination of religious belief or practice is determined by the Diocese, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law*