

Job Description for Instructional Aide Position & Extended Care Aide

This position assists teacher(s) and students in grades Kindergarten through 2nd grade.

The duties include:

- small group instruction
- one-on-one instruction
- safely moving students between classrooms and/or recess areas
- preparing materials for lessons
- correcting papers
- recess supervision both indoor and outdoor
- lunch supervision
- general support to other staff members

This is a full time position with hours that are generally consistent, anytime from 9am to 3:30pm. SJS will try to be consistent with the classroom assignment and hours, but the position will be called upon to provide back up to all teachers at times as well as other staff. Advance notice of such needs will be provided when possible. Extra hours are paid at the current Instruction Aide hourly rate. When asked to substitute for a teacher, you will be paid the current rate for a Substitute and will be required to sign into/out of the sub log in the school office.

Extended Care Hours are also included in this position. Days can vary and are to be worked out with the Extended Care Director. Extended Care hours range from 3:30 to 5:30pm. On days that Extended Care is worked, Instructional hours will be altered.

Instructional Aides will input their work hours on a bi-weekly basis into the Paycom payroll system. The Business Manager is available to train employees on how to do this and answer questions regarding the use of the system.

The direct supervisor of this position is the Principal and Vice Principal, however, interaction with several key staff members who are on-site during school hours will be required.

As per the archdiocese policies, any dispute arising from this assignment, either employee or employer will take up the matter with the Principal to effect conciliation and/or follow the local due process procedure. If conciliation is not achieved at the local level either party may have recourse to the *Due Process of the Archdiocese of Seattle*. In any event, employees are required to complete all canonical recourses available *prior* to seeking remedies under civil law.

Salary: \$22,876 - Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, degrees, and certifications.

Benefits: TA comprehensive package of benefits is offered including two medical plan options, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation, and holidays.

Interested candidates should send a letter of interest and resume to Shauna Richards, Principal, at srichards@sjsissaquah.org

For more information or questions regarding this position please contact Shauna Richards at 425-313-9129 ext. 322.