



Instructional Aide Job Summary

We are looking for a responsible, creative and energetic full time Instructional Aide to join the team at St. Finn Barr Catholic School in the Sunnyside neighborhood for the academic year 2020-2021. Voted "Bay Area Family Favorite" 4 years in a row, St. Finn Barr School is a small but mighty K-8 Catholic school where staff, faculty, parents and students are a close-knit community. As a teacher's aide, you will work with students in grades K - 2 and perform additional tasks to support teachers in providing a comprehensive education to our diverse learning population. Our ideal candidate is reliable, cooperative and knowledgeable about educational best practices and child development.

Instructional Aide Duties and Responsibilities

- Support teacher preparation of materials for lessons, demonstrations, and bulletin boards
- Operate equipment including computers, printers, and photocopiers
- Ensure that students have all materials necessary for class activities
- Work with students individually or in small groups for extension or remediation
- Provide extra help as needed to students with physical, mental, or linguistic limitations
- Coordinate with classroom teachers to determine daily tasks
- Lead activities designed to foster students' mental, physical, and social development
- Supervise students in various settings including classrooms, playgrounds, and field trips
- Enforce school rules and policies

Teacher's Aide Requirements and Qualifications

- At least one year of relevant experience in an educational or childcare setting
- Exemplary written and spoken communication skills
- Strong collaboration skills; able to work well with a team
- Effective multitasker; can prioritize tasks based on importance and deadlines

Job Specifications

- Hourly pay commensurate to experience and skill set
- Full time, benefits-eligible position
- 180 working days (per school calendar)
- 7:45am-2:30pm work day

Send resume and cover letter to:

Megan Kimble

Email: m.kimble@stfinnbarr.org

For more information about St. Finn Barr Catholic School, please see the links below:

<https://stfinnbarr.org/>

[St. Finn Barr Catholic School Video](#)

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)