

## **Teacher/Instructional Aide (Part-time)**

### **St. Catherine of Siena School, Rialto**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

*"Faith, Excellence, Challenge, and Innovation"*

#### **RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Providing individual or small group instruction as directed by the Teacher.
2. Preparing instructional materials such as games, worksheets, flashcards, learning centers, etc.
3. Assisting students in following directions, special reports, reference work, reading materials, etc.
4. Accompanying the class on field trips, if requested to do so by Teacher and/or Principal.
5. Assisting with the monitoring of classroom behavior and discipline.
6. Supervising students before school, during recess, and during lunch and after school as assigned.
7. Assisting Teachers in maintaining a neat, orderly, clean and organized learning environment.
8. Assisting with the distribution of materials.
9. Performing other tasks as directed or assigned by the Teacher or Principal
10. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.
11. Other duties as assigned.

#### **QUALIFICATION GUIDELINES:**

- Must be 21 years of age with a minimum of a high school diploma (GED).
- Early Childhood Education or other college credit is preferred.
- Must be interested and able to work with children and be willing to pursue continuing education in an appropriate educational field.
- Must demonstrate knowledge of the developmental needs of children, along with a general knowledge of curriculum.
- Must be a warm, caring individual, capable of handling children and stressful situations.
- Experience in Differentiated Instruction is needed.

SPECIAL REQUIREMENTS: Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Diocesan Code and the CCL Code (two separate screenings), Health Screening report; TB clearance; Hepatitis B shots/waiver, Pediatric CPR and First Aid certification, Preventative Health Practices certification and all required forms signed.

#### **PHYSICAL REQUIREMENTS:**

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume to:

Attention: Beverly Winn  
St. Catherine of Siena School  
35 N. Sycamore Ave.  
Rialto, CA 92376  
[bwinn@sbdioocese.org](mailto:bwinn@sbdioocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**