

## St. Joseph Catholic Church

### PSR 2018-2019

#### Job Description Classroom Aide:

The responsibilities of the Classroom Aide include, but are not limited to:

- To have a current BCI on file prior to the start of the PSR year
- To be certified in “Protecting God’s Children prior to the PSR year
- Follow all St. Joseph PSR Program Policies
- To provide immediate support and cooperation to your assigned Catechist
- To arrive at least 10 minutes early prior to the start of class to assist the Catechist for class preparation as well as be available after class to help with clean up and aid in class dismissal procedure
- To maintain 2 adults in the classroom at all times per PGC
- Arrange with Catechist supply requests
- Take attendance for students assigned to the class
- Get a Hall Monitor to accompany children to and from the restrooms
- Monitor students leaving early making sure to maintain proper pick up procedures
- Do not open blinds during PSR for security reasons
- Help Catechist with class discipline and/or organization in the following ways:
  1. Accompany students to the office as needed: first aid kits are in the office, notify someone in the office if someone is injured
  2. Help with discipline, moving around the classroom if necessary
  3. Help in passing out supplies
  4. Aid students that may need individual help
  5. Help with classroom activities
  6. Become a substitute Catechist when/if necessary
  7. Help straighten room before leaving
  8. Any other needs communicated by the Catechist

Programs may also include particular expectations specific to grade level activities, liturgical calendar events, etc.

Aide Signature: \_\_\_\_\_

Date: \_\_\_\_\_