



# *Nativity School PreSchool-Grade 8*

## **INSTRUCTIONAL AIDE**

Nativity Catholic School is a PS-8 school in the San Francisco Archdiocese. Located in Menlo Park, Nativity School exists for the education of the whole child, so each child thrives and flourishes spiritually, intellectually, socially, and physically, as a unique person in a Catholic atmosphere. Nativity School works to create an inclusive Catholic educational program and pedagogy that fosters respect for others, appreciation of individual, and commitment to social responsibility, equity, and justice. Our rigorous curriculum fosters innovative thinking and develops academic perseverance, while also celebrating the value of creative expression and each individual's unique contribution to our world.

### **JOB DESCRIPTION:**

Nativity Catholic School seeks motivated educators to support elementary classrooms. The Instructional Aide position is ideal for individuals beginning a career in education and/or in a credential program. Instructional Aides are paired with a teacher in a self-contained classroom of approximately 20-25 students. Supporting, observing, and collaborating with teachers, an Instructional Aide is integrated in all aspects of school life, gaining valuable experience.

### **STRONG CANDIDATES POSSESS:**

- Commitment to Nativity Catholic School's Mission and Philosophy.
- Bachelor's Degree in Education or a related field preferred.

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

- Meet with classroom teacher regularly.
- Participate in classroom preparation, organization and logistical responsibilities.
- Creates a supportive and inclusive classroom environment that honors and nurtures each child's individual identity.
- Develops warm and respectful relationships with students.
- Identifies and responds to individual students' learning differences and creates enrichment opportunities with the teacher.
- Prepares for, plans, and lead some whole group, small group and individual activities.
- Supervises students at recess, carpool, lunch etc.
- Collaborates with Learning Resource Program to meet the needs of individual learners.
- Participates in regular team and weekly faculty meetings
- Prepares for and participates in parent teacher conferences and report card writing.
- Attends Back to School Night.

### **EMPLOYMENT SPECIFICS:**

Salary is determined per the San Francisco Archdiocesan Salary Scale. This is a Full-time, exempt, with benefits position that reports to the Principal from August 2019 to June 2020.

**To apply send a resume and cover letter to Jessica Patti, Ed.M, Principal at [jpatti@nativityschool.com](mailto:jpatti@nativityschool.com) and indicate Instructional Aide 2019-20 in the subject line of the email.**

### **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)