

**St Aloysius Catholic School**  
**Early Learning Center (ELC) Posting**

**Co-Teacher/Aide for Infants/Toddlers**

**Essential Duties** St. Aloysius Early Learning Center is currently accepting applications for Co-Teacher/Aides in our infant/toddler classrooms. Co-Teacher/Aides are expected to be positive role models who are actively caring for infants/toddlers during their work time. Co-Teacher/Aides should also be excellent team workers, who eagerly collaborate in creating a positive community environment at St. Aloysius Catholic School/Early Learning Center. Co-Teacher/Aides report directly to the Lead Teacher.

- Support the lead teacher in her/his daily work
  - Take on special projects assigned by Lead Teacher
  - Adhere to the dress and hygiene code
  - Attend staff meetings —Co-Teacher/Aides are expected to attend staff meetings. All absences need to be pre-arranged with the director.
  - Participate in all trainings.
  - Co-Teachers/Aides are to model appropriate and preferred methods for interactions with children and model behavior that represents the core moral and ethical values of the St. Aloysius ELC
  - Co-Teacher/Aides must meet these training requirements:
1. Attend Diocesan New Employee Orientation — including Blood Borne Pathogen Training and Safe Environment Training with Code of Conduct
  2. Participate in additional infants training at the ELC
  3. Register with the MERIT system and take at least 10 hours of training each year
  4. Obtain Fingerprint clearance with DEL, maintain Portable Background Check every 3 years
  5. Sign waiver or obtain vaccines for Hepatitis B
  6. Obtain CPR First Aide Certification with pediatric Plus Endorsement, keep updated
    - a. Must complete a tuberculosis test
    - b. Must be 18+ years of age

**Physical Abilities** To perform this job successfully, an individual must be able to:

- Frequently lift up to 30 pounds, must be able to lift and carry a maximum of 40 pounds
- Walk and stand unaided
- Sit, rock, and securely hold toddlers
- Pull/push, carry, grasp, reach
- Stand up from a sitting position while holding a toddler
- Occasionally crawl, stoop, kneel
- Clearly see 20+ feet, with or without corrective lenses and differentiate between colors (no color blindness), ability to focus

Ratio of Co-teacher/Aides to toddlers: 1/7

For more information about our anticipated openings and/or to obtain an application, please contact Julie Simmons, ELC Administrator at (509) 489-7825 or by email @ [jsimmons@dioceseofspokane.org](mailto:jsimmons@dioceseofspokane.org)

