

**PACELLI CATHOLIC SCHOOLS**  
**Job Description**

**SCHOOL AIDE PERSONNEL (Instructional Aide, Library, Playground, Cafeteria Supervisor, Attendance)**

**QUALIFICATIONS:**

- High School graduate
- Basic computer skills
- Demonstrates skills in organizing ideas and presenting them with clarity and conciseness
- Able to establish and maintain working relationships based on mutual confidence and respect
- Able to identify problems and their resolution; possess good problem solving skills
- Demonstrates sound judgment
- Socially competent
- Adaptable, flexible, patient
- Sensitive to children's social, emotional, and physical development
- Good communication skills
- Self-confident, with emotional maturity
- Cheerful, possesses a sense of humor
- Trustworthy; respects confidentiality
- Able to accept constructive criticism
- Dresses appropriately for the position
- Demonstrates loyalty to school, system, diocese
- Takes direction
- Self-motivated
- Uses time wisely

**REPORTS TO:** Classroom teacher if Instructional Aide  
All aide personnel accountable to building principal

**GENERAL AREAS OF RESPONSIBILITY:**

- Assist with the orderly, efficient, and safe operation of classroom, library, cafeteria, playground
- Where appropriate, assist in instruction of students, under the immediate supervision of the classroom teacher (but does not initiate instruction)
- Perform clerical and recordkeeping function as specified by direct supervisor, including but not limited to typing, copying, filing, shelving books
- Perform instructional functions as specified by direct supervisor, included but not limited to reading with/to children, one-on-one work, make-up work, small-group work, flash cards, tutoring, bulletin boards, checking/correcting papers, shelving books
- Enforce rules
- Responsible for housekeeping duties as specified by direct supervisor
- Maintain personable, cooperative relations with students, staff, parents, public
- Ability to maintain and ensure confidentiality of sensitive information and materials
- Take daily attendance
- Answer telephone and transmit calls and messages accordingly
- Answers, monitors and responds to visitors that use the doorbell security system
- Receive and direct visitors, have them sign in and receive a visitor badge
- Process correspondence as directed by school administrator
- Supervises Lunch and Recess Duties
- Perform any other duties as may be necessary and assigned by the direct supervisor and/or building principal