



## Instructional Assistant

Central Catholic Seeks an educator who is committed to educating students from diverse backgrounds in a Catholic community, challenging each individual to live as a Christian witness in service to others.

As an Instructional Assistant, you are called upon to be a role model and a witness to the Gospel of Christ. Your main charge is to be engaged in creating an atmosphere in which the religious faith of each individual student as well as their intellectual, moral, and physical capacities can be developed.

### Essential Job Functions:

1. Communicate with supervisor and teachers regarding weekly in class assignments.
2. Assist students in organization and keep them up to date on assignments.
3. Monitor the essential learnings the teacher has prepared, and become familiar with daily and weekly assignments to be able to support students.
4. Possesses knowledge and empathy to work successfully with students with learning challenges.
5. Tutor individual students or small groups.
6. Perform tasks requested by teachers and /or administrators as needed.
7. Ability to communicate well with others.
8. Experience using Microsoft Word, Outlook, and technology systems.

### Qualifications:

1. Must be able to establish and maintain positive relationships with students as well as fellow employees.
2. Be knowledgeable to support students in all classes with emphasis in the areas of Algebra, Geometry, Biology, Physics, and English.

### Special Requirements:

The person employed for this position must be able to verify identity and employment authorization, and must complete a pre-employment background check and all Archdiocesan required trainings and certifications.

### Terms of Employment:

Fifteen hours per week, 30 day probationary period, hourly wage. October 7, 2013-June 12, 2014.

### Application Process:

Please email or fax application, cover letter, resume and letters of reference to Sherril Acton, [sacton@centralcatholichigh.org](mailto:sacton@centralcatholichigh.org) or fax #503-233-0073.