



# ST. MALACHY CATHOLIC SCHOOL

“St. Malachy Catholic School forms saint in the doctrine and traditions of the Catholic faith by learning, loving, and living in Christ.”

## Preschool Instructional Aide

St. Malachy Catholic School, located on the west side of Indianapolis in the growing town of Brownsburg, is a preschool through 8<sup>th</sup> grade Catholic school with an enrollment of 520 students with two classrooms for each grade level. St. Malachy is seeking a faith-filled instructional aide in our 3 year old classroom to serve as a key member of our educational team. This individual will collaborate with students, families, and staff to support spiritual, social-emotional, and academic growth.

### Key Responsibilities:

- Assisting in the implementation of the daily program under the direction of the teacher.
- Helping students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- Helping students develop mentally, physically, emotionally, and socially.
- Assisting in planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- Supervising the classroom when the teacher is out of the room.
- Maintaining professional attitudes and loyalty to the school.
- Treating all children with dignity and respect.
- Maintaining confidentiality about children, their families, and other employees outside the school.
- Providing support to struggling students.
- Supervising outside playground activities, arrival/dismissal, and/or lunch duties
- Discipline: we are all a team and together the teacher and aide will collaborate on implementation of the class's management system.

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[HTTP://STMALACHY.ORG/SCHOOL/](http://stmalachy.org/school/)