**Two Immediate Openings**

**Instructional Aide – Full-Time & Part-time**

**St. Mark's Catholic School, Boise, Idaho**

St. Mark’s is a preK – 8th grade Catholic school with 300 students. We have a sound plan for reopening school on August 17th including social distancing measures, stringent sanitation measures, mask requirements and needle point plasma ionization technology installed on all classroom HVAC units.

**Primary Function:**

* Under the direction of the school principal is responsible for supporting the Diocese of Boise in its mission to evangelize, catechize, and educate youth in a Catholic School environment.

Essential Duties and Responsibilities:

* Recognize and supports the unique Catholic Mission of the school by speaking, acting, and providing instruction assistance consistent with the teachings of the Catholic Church
* Assist the classroom teacher with student supervision including assisting with lessons and field trip planning and related supervision
* Assist with supervision of parent helpers and compliance with safe environment and other school requirements.
* Assist with the school lunch program and playground supervision as necessary
* Be able to communicate effectively with students; be able to help organize classroom learning and materials and field trips to motivate student learning.
* Consistently and effectively assist in the evaluation of student progress.
* Assist the teacher with a consistent disciplinary approach which promotes self-direction and positive self-image, and motivate learning
* Help to maintain a functional and pleasant learning environment
* At all times demonstrate professional responsibility in all tasks assigned; display sound judgment in dress and general behavior
* Perform other duties as assigned

Basic Qualifications

* A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church
* Excellent communications skills, both written and verbal
* Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
* Be able to manage multiple tasks simultaneously
* Proficiency in the use of computer technology
* Ability to maintain confidentiality at all times
* Flexibility in assessing needs and strategies and adapt appropriately in a school environment
* Ability to successfully complete a criminal history and background check
* Clean and neat personal appearance

Education and Experience

* A bachelor’s degree from an accredited institution, preferred

Other/Preferred Skills:

* Previous classroom experience preferred

**To apply:**

Email the following to Donna Gordon, principal, dgordon@stmarksschoolboise.com :

* Cover letter, explaining your interest in the position
* Resumé
* [**Diocesan Application for Employment**](https://www.catholicidaho.org/media/1/Human%20Resources%20-Documents%20Graphics%20Photos/Application%20for%20Diocese%20of%20Boise.pdf)