Part Time-Educational Assistant / Teacher Aide

Bishop Leibold School

Do you enjoy working with children and making a positive difference in their school day? Bishop Leibold School is seeking a **caring, dependable, and enthusiastic Educational Assistant / Teacher Aide** to join our team!

This is a wonderful opportunity for someone who enjoys helping students learn, grow, and succeed in a welcoming Catholic school environment. Working alongside our dedicated teachers and staff, you will play an important role in creating a positive, safe, and engaging learning experience for our students.

What You'll Do

- **Support Student Success:** Assist teachers with classroom activities, provide small-group support, and help students build confidence and independence.
- **Create a Positive Environment:** Encourage students academically, socially, and spiritually while modeling kindness, patience, and respect.
- **Keep Students Safe and Engaged:** Supervise students during lunch, recess, classroom transitions, and other school activities.
- **Collaborate with Teachers:** Assist with classroom preparation, instructional activities, and student accommodations as directed by the classroom teacher.
- **Be Part of Our School Community:** Build positive relationships with students and staff while supporting the Catholic mission and values of Bishop Leibold School.

What We're Looking For

We welcome candidates who bring a positive attitude, a genuine interest in working with children, and a willingness to contribute to our school community.

Ideal candidates will demonstrate:

- A caring, patient, and encouraging approach to working with children.
- Strong communication, organizational, and interpersonal skills.
- Dependability, initiative, and the ability to work collaboratively with teachers and staff.
- A commitment to student safety, confidentiality, and professional conduct.
- Respect for and willingness to support the Catholic identity and mission of our school.

Preferred Qualifications

- Previous experience working with children in a school, childcare, or similar setting.
- Familiarity with Catholic education or faith-based learning environments.
- CPR, First Aid, and SafeParish certifications, as applicable.

Position Details

- **Schedule:** Part-time, non-exempt position; months and hours vary based on school needs.
- **Reports To:** Principal, with day-to-day direction from the assigned classroom teacher.
- **Physical Requirements:** Ability to stand, sit, and walk for extended periods; occasionally lift and carry up to 25 pounds; and bend and reach as needed.
- **Other Requirements:** Ability to communicate effectively with students, teachers, and parents and use standard classroom and office equipment.

Professional Expectations

Educational Assistants / Teacher Aides are expected to maintain the confidentiality of student and family information, demonstrate ethical and professional conduct, submit weekly timesheets, and perform other duties as assigned by the Principal or classroom teacher.

Make a Difference Every Day!

At Bishop Leibold School, every member of our team contributes to the success of our students. If you are someone who enjoys encouraging children, supporting teachers, and being part of a caring Catholic school community, **we encourage you to apply!**

To Apply: Please visit our Employment/Volunteer Openings page to download the Application for Employment. Then submit your resume, cover letter and application for employment to **employment@stjohnpaulii.org**.