

**Holy Family Academy**  
**ST. LOUIS PARK, MN**  
**JOB DESCRIPTION**

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**POSITION TITLE**

PRE-K AIDE

Date: 03/04/2021

FLSA Non Exempt; Immediate Opening

Reports to: Principal Jim Grogan

Direct Reports: n/a

Provides work direction to: Pre-Kindergarten Aide

Receives work direction from: Principal/Pre-school Montessori teacher(s)

Hours hired to work: Monday, Wednesday & Fridays: 12:30pm to 3:45 pm

Purpose of Position: Pre-K Aide is to assist the Pre-Kindergarten teacher as follows:

Purpose of Position: The teacher is the front line staff person responsible for student learning. All teachers must have a clear sense of what students need to know and need to do. Teachers are the key person responsible for the academic advancement and assessment of students enrolled in his/her class. All teachers are to plan, organize, execute, and assess all students under their charge.

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**GENERAL RESPONSIBILITIES:**

\*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This part-time position requires that the employee be Catholic. It is expected that all employees respect Roman Catholic doctrine and religious practices.

**Representative Responsibilities: Pre-K Aide**

- \*1. Assist the Pre-K Teacher during the time that Pre-K is in session
- \*2. To be present where needed, ready to work as needed, to meet assigned responsibilities.
- \*3. To help create a creative, educational environment where there is cooperative teamwork with teachers, parents, and students.
- \*4. Be present with children at all times when responsible for their welfare
- \*5. Attend in-service days as requested by the principal
- \*6. Attend faculty meetings as requested by the principal
- \*7. Accept general shared responsibilities, such as taking turns organizing the copy room and faculty lounge, at the request of the Principal
- \*8. Follow policies of Faculty Handbook and Parent Handbook which as adopted at the start of every school year
- \*9. Meet all communication requirements including Email, Internet, and interpersonal skills.

The responsibilities above preceded by "\*" are considered essential functions of this position.

Other Responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position. More detailed listings of duties and tasks are outlined in supplemental documents.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

date

\_\_\_\_\_  
Incumbent's signature

\_\_\_\_\_  
Date

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

\_\_\_\_\_  
Supervisor's signature

### Qualifications

Be willing to publicly recite and submit to the Oath of Fidelity and Profession of Faith

Minimum of two years of experience in the field being hired for

Demonstrated computer skills in e-mail and word-processing

Demonstrated spelling and legible writing skills

Demonstrated excellent communication skills

Demonstrated personal lifestyle with Catholic values

Successfully complete standard Archdiocesan Background check.

Successfully complete VIRTUS training.

### Mental Demands

Exhibit a professional understanding of the English language

Speak and write clearly and legibly

Provide clear direction

Follow directions and work without supervision

Make decisions, prioritize duties and tasks and maintain a sense of order

Exhibit promptness and dependability

Project a personal lifestyle with Catholic values

Ensure confidentiality in all areas

Exhibit confidentiality, integrity and honesty Be

highly organized and maintain a sense of order

Multi-task and maintain accountability

Exhibit patience and calmness in chaotic situations

Exhibit competence in age appropriate instructional methods and knowledge of subject matter being taught

Implement good classroom management techniques

Work together and maintain collegial atmosphere in and out of the classroom

Be knowledgeable and supportive of Catholic School Mission and Philosophy

Be active, knowledgeable and supportive of the Catholic faith and witness this to the community

Exhibit good people, teaching and learning skills

Work well with others maintaining a positive and helpful attitude even in chaotic times

### Physical Demands

Go up and down steps

Lift 20 lbs. using proper lifting techniques

Sit for long periods of time

Stand for long periods of time