



**Our Lady of Lake Huron Catholic School of Harbor Beach
Job Posting**

TITLE: Aide, Kindergarten
SUPERVISOR: Principal
STATUS: Part- and/or Full-time, Hourly, Exempt

DATE: March 4, 2026

Applications will be reviewed on a rolling basis, until filled.

GENERAL DESCRIPTION

The Aide understands that this is a ministerial position at a religious institution and that there is within the Catholic Church a body of officially taught and commonly accepted beliefs, the communication of which is a fundamental purpose and mission of a Catholic School and that its students and staff have a right to expect such communication implicitly and explicitly from its teachers regardless of the subject areas, grades, or courses being taught.

In both personal and professional life, the Aide will exemplify the moral teachings of the Catholic Church and will not advocate, model, counsel or encourage beliefs or behaviors that are contrary to the teachings of the Catholic Church.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide instructional support and assistance to teachers in the classroom.
- Assist in the preparation and organization of instructional materials.
- Support students in understanding and completing assignments, including those with special needs.
- Monitor and manage student behavior in accordance with school policies in the school building, at recess, at lunch, and on excursions.
- Facilitate small group or one-on-one instruction under the guidance of the teacher.
- Assist in the maintenance of classroom records and student data.
- Maintain appropriate administrative records and relevant communications.
- Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, superintendent and others, when appropriate).
- Plan and support school activities (fundraisers, events, field trips, etc.) by supervising student body.
- Participate in department, school, and diocese related events, meetings, and professional development.
- Demonstrate flexibility when working with staff, students, and parents.
- Demonstrate the ability to work independently without direct supervision and within a team setting.
- Maintain a professional demeanor when dealing with difficult situations.
- Must support and reinforce the teaching of the Catholic Church.
- Other duties as assigned by direct supervisors.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- This position reports to the principal.
- Must develop collaborative and constructive relationships with fellow teachers and staff.

QUALIFICATIONS & SKILLS

Education:

- High school diploma or equivalent; associate's degree or higher preferred in a related field

Experience:

- Experience teaching and/or working with children, particularly in an educational setting, is preferred but not required.
- Candidates with relevant professional experience outside of traditional teaching are welcome to apply.

Job Related Skills: Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

Hours of Work: Typical work schedule is during normal school hours. Some night and weekend work may be required.

Nature of Work: School/Classroom setting/Home.

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in classroom/assigned location at least twenty (20) minutes prior to the start of the school day and twenty (20) minutes after the school day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hired employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be fingerprinted.
- Must have positive references or recommendations.
- Additional skills testing and validation may be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.
- Adhere to the Code of Conduct.