



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

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**TITLE: Aide, Preschool**

**DATE: June 2026**

**SUPERVISOR: Principal**

**STATUS: Part-time 1, Hourly, Non-Exempt** *(based on 37.5 hours per week)*

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**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.

**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
- Child Development Associate Credential

**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

- 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**

- Successful completion of the Diocese of Saginaw Safe Environment training for newly 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 with positive results.
- 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.