

Title: Full-Time Teacher Aide (Grades 6–8)

Location: St. Joan of Arc School, Toledo

Reports to: Principal

Position Summary:

St. Joan of Arc Catholic School, a faith-filled Catholic school community, is seeking a dedicated and compassionate Teacher Aide to support our Grades 6–8 classrooms. The Teacher Aide plays a vital role in assisting teachers with classroom instruction, management, and clerical responsibilities while fostering a learning environment that reflects the mission and values of the Catholic Church.

Key Responsibilities:

- Student Support
 - Provide individualized and small-group support for students, including those with special learning needs.
 - Assist students with classwork, homework, and study skills.
 - Encourage positive behavior and reinforce expectations in alignment with Catholic values.
- Classroom Assistance
 - Help maintain a positive, organized, and respectful classroom environment.
 - Support teachers with classroom management and transitions between activities.
 - Prepare and organize materials, supplies, and resources for daily instruction.
- Clerical & Administrative Tasks
 - File student work, and support other recordkeeping duties as requested.
 - Ensure a clean, safe, and welcoming classroom environment.
- Mission & Faith Integration
 - Support the spiritual and moral development of students by modeling and upholding Catholic values.
 - Contribute to creating a respectful, inclusive, and collaborative classroom and school community.
 - Participate in school liturgies, service projects, and faith-based activities as needed.

Qualifications:

- High school diploma or equivalent required; some college coursework preferred.
- Previous experience working with middle school students or in an educational setting is a plus.
- Hold or Obtain an Ohio Educational Aide Permit.
- Ability to pass the Diocese of Toledo's BCI/FBI background check requirements.
- Demonstrated commitment to the mission and teachings of the Catholic Church.
- Strong interpersonal and communication skills with a genuine care for students.
- Dependable, organized, and able to work collaboratively with teachers and staff.

Schedule & Compensation:

- Full-time position, school year calendar.
- Competitive compensation and benefits in accordance with St. Joan of Arc Parish & Diocesan policies.

Application Process:

Interested candidates should submit a cover letter, résumé, and references to Mrs. Frances Jagielski, Principal: fjagielski@school.joanofarc.org